



Instructions

These documents are DUE 60 days from the start of the trip please.

PLEASE attend to these details at the first available moment.

Please fill out this as carefully as possible and fax, post or scan/email this into our reservations team.

Latest contact details can be found on the website.

If you can only fill out one section send that in now and update the second part later, thanks :-)

Personal details & trip details	
Name as on passport: First name(s): _____	Middle names: _____
Last name (Surname) : _____	Sex: Male or Female
Trip name: _____	Start date: _____
Passport Number: _____	Nationality: _____
International flight information	
Arrival City: _____ (city name) _	Departure City: _____ (city name) _
Arrival Date: _____ (dd-mm-yyyy) _	Departure Date: _____ (dd-mm-yyyy)
Arrival Time: _____	Departure Time: _____
Arrival Flight No: _____	Departure Flight No: _____
Hotels: Single Supplement and Travelling Companion	
Do you require a SINGLE SUPPLEMENT for your Hotel: Yes or No: _____ Camping/Lodges: Yes or No: _____	
Note that some trips a single supplement is included, if not a quote for the specific trip will be sent to you for approval and payment, before we book it.	
If you are travelling with someone and would like to be allocated a hotel room together, please specify below. Note some trips are share basis and you will be assigned someone to share with if you do not specify someone below. EXCEPTION - females will not be required to share with a male unless specifically requested! A single room will be provided for you in this situation at no cost.	
Name of travelling companion: _____	Room Setup: Twin Share (two single beds) or Double (one large bed)
Further instructions: _____	
Travel insurance details	
Please Note: The insurance company you have chosen to take cover with has a 24 Hour world-wide emergency assistance service. Should an accident occur after you have departed for your trip, DCXP needs to be able to contact the emergency assistance section of your insurance company. Therefore we need to know who they are and a contact phone number for them. Please note this is a different number to general enquiries and claims.	
The following are two examples of Insurance companies and their emergency assistance contact details.	
Company: Covermore 24 hour emergency provider: Customer Care Pty Ltd 24 hour emergency Ph: +61 2 8907 5619	Company: IHI (good for mountaineering cover) www.ihl.com 24 hour emergency provider: IHI 24 hour emergency Ph: +45 33 15 33 00
Primary Policy	Second Policy (if required)
Company: _____	Company: _____
Policy Number: _____	Policy Number: _____
24 HR Emergency Provider: _____	24 HR Emergency Provider: _____
24 HR Emergency Ph: _____	24 HR Emergency Ph: _____
It is in your best interest to purchase travel insurance as soon as you book your trip to cover cancellation costs, for example if you become ill before the trip and can not attend some travel insurance policies will re-imburse all your lost funds.	