

TO RESERVE YOUR PLACE FOR A TRIP:

- Use a Trip Reservation Form for each trip you want to take. See Travel at www.seniorboxoffice.org for additional forms.
 - If more than one person is going, **please include name, telephone number, address and emergency number for each person** on reservation form.
 - **Please include your pick up point – Carney or Timonium.**
 - If asked for in the advertisement for that trip, please include your **meal choice and any dietary needs, as appropriate.**
- Include a separate check, **payable to SBO Travel**, for each trip with the name of the trip included on the check.
 - The check should cover the full amount for day trips or the specified deposit for overnight trips.
 - Full payment for overnight trips must be sent in by the date specified in the trip notice in the brochure. Final payment dates are determined by the facilities with which we are working, often 30-60 days prior to the trip. Travel insurance is available for overnight trips.
- Include a **self-addressed stamped envelope** with each request.
- Mail to: SBO Travel, 1801 Glen Keith Blvd, Baltimore, MD 21286.

Your bus seat is determined by the date of receipt of full payment.

CANCELLATION AND REFUND POLICY:

- **Day Trip:** Full refund if cancellation is received by trip leader 30 days prior to trip, except where otherwise stated in the advertisement as with non-refundable theatre tickets.
- **Overnight trips:** **Unless otherwise stated in the advertisement**, full refund will be made if cancellation is received **in our office 30 calendar days prior to the trip**. Otherwise, you are at liberty to find your own replacement, notifying SBO of the change, and making your arrangement with them.
- If cancellations are made after time limits listed above, a full refund will be made only if there is a replacement for your reservation.
- Notice of cancellation of a trip due to weather conditions will be announced over radio station WBAL or by a telephone call to each participant.

SBO TRAVEL COMMITTEE CONTACT INFORMATION:

Office Hours: Monday and Wednesday only – 10:00 am – 12:00 noon

Telephone: 410-887-5399

Email: sbo@seniorboxoffice.org