

# Group Travel Request Form



Please complete the below as accurately as possible and forward to [academicgroups@fcmtravel.com.au](mailto:academicgroups@fcmtravel.com.au) who will arrange quotes on your behalf.

## Your Details

Company	Name of group
Contact name	Position
Telephone no	Email

## General Group Information

Group Type	Music	Language	Sport	History	Cultural	Other
Requirements	Flights	Extra Baggage	Accommodation	Tours/Attractions	Airport Transfers	Meals
No of Students	No of Teachers		Total			

## Destination & Demographic Information

Departure City	Outbound/Check In Date	Are the dates flexible?	Yes	No
Destination/s	Inbound/Check Out Date			

## Flights

Do you have a preference of Airlines? (Please list)

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Do you have a preference of departure/arrival times? (Please list)

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## Accommodation

Type of Accommodation required	Hotel	Apartment (Self-catering)	Hostel	Homestay	Other
Type & numbers of Rooms: (Single, Twin, Triple, Dorms, etc)					

## Airport Transfers

Departure City	Charter/Private	Shared	Other	One-way	Return
Arrival City	Charter/Private	Shared	Other	One-way	Return

## Meals

Requirements	Breakfast	Morning Tea	Lunch	Afternoon Tea	Dinner
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## Touring

Please list any attractions or tours you wish to include in your trip (Or attach any supporting documents)

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## Comments

(Eg. Do you have anyone from the group deviating from the return, Budget pp, etc)

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