



Group Travel Request Form

- Off peak travel only
- M – F between 9a.m. – 3p.m. and after 7p.m.
- Anytime Saturday, Sunday and major holidays
- Every attempt will be made to meet request.

(This is not a boarding pass.)

**This completed form must be received in our office no later than 21 days prior to scheduled event.
 Metra will confirm availability within two business days of receipt of Group Travel Request Form.
 Check must be received 14 days prior to scheduled event or trip will be cancelled. (Credit cards are not accepted.)
 Refunds are given with a 24-hour notice of cancellation.**

Today's Date _____

Group Name _____ Contact Person _____

Phone _____ Alternate Phone _____ Fax _____
email _____

Address _____ (City, State, Zip) _____

Date of Travel _____

From _____ To _____ Train No. _____ Time _____

From _____ To _____ Train No. _____ Time _____

_____ # of Adults

_____ # of Students

_____ # of Children (6 years and under - free)

_____ # of Seniors

Combined number of passengers
 must total minimum of 25.
 (Maximum of 135 or one car.)
NO EXCEPTIONS

Metra use only

_____ **TOTAL** (Adults @ _____ Students @ _____) = **Total Cost** _____

Received payment/Check No. _____

_____ **Travel Authorization**

- Entire group must be together on platform ready to board train.
- Boarding Pass must be presented to crew member upon boarding.
- If bringing food or beverages, please bring a large garbage bag for any debris.
- Metra is not responsible for any inconvenience resulting from delayed, canceled or missed trains and/or connections due to mechanical failures, accidents or track obstructions.
- Only one group per train for the entire trip.
- Boarding pass is sent after check is received.
- Must have 1 adult for every 3 children.

Wheelchair/ADA/other special needs passengers. How many? _____

Special Instruction _____

Mail or fax form to: Metra, Group Travel - 14th FL.
 547 W. Jackson Blvd.
 Chicago, IL 60661
 Fax: 312-322-7088
 Inquiries: 312-322-6772