



National Railroad Passenger Corporation, Reservation Sales Call Center, 2198 Hornig Road, Philadelphia, PA 19116

Telephone (800) 872-1477 Fax (800) 872-3298 Email: GroupSales@Amtrak.Com

January 23, 2020

Group Travel Confirmation Letter

Mr Scott Clarkson
209 Henrietta St
Ravenswood, WV 26164

Dear Mr. Clarkson,

Thank you for expressing interest in travelling with Amtrak. We have booked your travel request under reservation # **880CB1**. Please be sure to refer to this number whenever you call the Group Department as it will help us to better serve you.

This confirmation letter serves as a guide to make your group's journey a pleasant one. **Please be sure to take a moment to read through the entire packet and keep this letter for future reference.**

Your group's itinerary is shown below:

Your group will be departing on Wednesday, June 17, 2020 at 8:29 PM onboard Train 51 from Charleston, WV enroute to Essex, MT.

Your group will be returning on Monday, June 22, 2020 departing at 8:50 AM onboard Train 8 from Essex, MT enroute to Charleston, WV

Should you have any questions or require changes concerning your current itinerary, the Group Sales Office is here to help and can be reached by dialing (800) 872-1477. Please have your reservation number available when you call in.

We have assigned your group a final payment date for this reservation. Please note we cannot extend this payment date beyond the assigned date. Along with your payment a complete name list of all passengers traveling with the group is required with payment by the FRA to travel. Any changes to the name list must be sent at least 1 week prior to departure.

Your group will receive a paper handwritten ticket for travel. You will need to present this ticket to each Train Conductor (or bus driver) throughout your journey. Please keep your ticket in a safe place as there is a \$75 service charge to replace a lost ticket. Group tickets can be purchased by phone directly through the Amtrak Group Sales Department or at most Amtrak Stations with a Ticket Agent. We accept all major credit cards, cashier's check and personal check as payment for group travel. Cash is only accepted when paying at an Amtrak Station. **PLEASE DO NOT SEND CASH IN THE MAIL.** We do not accept money orders. If tickets are purchased directly through the Group Department, there is a \$15 charge for FedEx delivery. Please be sure to add this amount if payment is being sent by mail.

Your group must retain the minimum of 20 passengers to qualify for a group discount. If group falls below 20 passengers, please contact the Amtrak Group Sales Department for further assistance.

Thank you for choosing Amtrak for group's travel needs. We hope to hear from you soon!

Sincerely,

Amtrak Group Sales



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January 23, 2020

Mr Scott Clarkson
209 Henrietta St
Ravenswood, WV 26164

Group Operator:
Group Name: Clarkson Group
Reservation No: 880CB1
Final Payment Date: February 24, 2020

Amtrak is holding space for the group as described below:

Train	Origin	Date	Departure	Destination	Date	Arrival	Accommodations
51	Charleston,WV	06/17/20	08:29 PM	Chicago,IL	06/18/20	10:00 AM	2
51	Charleston,WV	06/17/20	08:29 PM	Chicago,IL	06/18/20	10:00 AM	18
7	Chicago,IL	06/18/20	02:15 PM	Essex,MT	06/19/20	07:41 PM	1 Standard Room
7	Chicago,IL	06/18/20	02:15 PM	Essex,MT	06/19/20	07:41 PM	1 Standard Room
7	Chicago,IL	06/18/20	02:15 PM	Essex,MT	06/19/20	07:41 PM	18
8	Essex,MT	06/22/20	08:50 AM	Chicago,IL	06/23/20	03:55 PM	1 Standard Room
8	Essex,MT	06/22/20	08:50 AM	Chicago,IL	06/23/20	03:55 PM	1 Standard Room
8	Essex,MT	06/22/20	08:50 AM	Chicago,IL	06/23/20	03:55 PM	18
50	Chicago,IL	06/23/20	05:45 PM	Charleston,WV	06/24/20	08:21 AM	1
50	Chicago,IL	06/23/20	05:45 PM	Charleston,WV	06/24/20	08:21 AM	1 Standard Room
50	Chicago,IL	06/23/20	05:45 PM	Charleston,WV	06/24/20	08:21 AM	18

++ ALL SCHEDULES ARE SUBJECT TO CHANGE WITHOUT NOTICE ++
++ VERIFY DEPARTURE TIME(S) PRIOR TO YOUR TRAVEL DATE ++
PLEASE NOTE: REQUESTS FOR ANY CHANGES IN RESERVATIONS MAY BE SUBJECT TO AN INCREASE IN FARES, SOME FARES MAYBE NON-REFUNDABLE, CONSULT A GROUP AGENT FOR DETAILS.

Total Charges:	
Rail Fares:	\$10,638.00
Accommodations:	\$2,592.00
Sub Total of Charges:	\$13,230.00
Fed Ex Fee (If ticket is mailed):	\$15.00
Total if ticket is mailed:	\$13,245.00
Total Escorts:	0
Total Passengers:	22

Payment Guidelines:

- Credit card is the preferred payment method and payment can be made directly through the Group Sales Department by phone (800-872-1477).

Group Sales Department Hours: Monday-Friday from 9:00am – 7:30pm Eastern Time

- All major credit cards accepted: Visa, Mastercard, American Express, Discover
- Payments by check may be sent to:

Amtrak Group Sales Department
2198 Hornig Road
Philadelphia, PA 19116

- Make all checks payable to Amtrak.
- Tickets will not be issued without a complete list of all passengers travelling.
- Do not send cash in the mail.
- Money orders are not accepted.
- Most manned Amtrak stations can take payment and issue tickets for group travel.



Amtrak Group Travel Guidelines:

If there is a need to increase the size of the group, it will likely result in a higher fare for the entire group. This is solely based on availability at the time the request is received. **Additional passengers may not be added to the group reservation less than 4 business days from the date final payment is due. Once the reservation is ticketed, no changes to the itinerary will be permitted.**

While every effort will be made to seat the group together, it cannot be guaranteed due to circumstances such as down-line boarding and equipment constraints. Seating confirmed on unreserved trains cannot be guaranteed, particularly during peak travel times.

Baggage

Carry-on baggage is limited to two items per passenger on all trains and each item may not exceed the following requirements:

Size:	28"X 22"X 14" /70 X 55 X 35 CM
Weight:	50 LB/23 KG

In addition to the carry on baggage limitation, passengers are limited to a personal item. Personal items such as briefcases, purses, diaper bags, laptop computers and necessary medical equipment are considered as personal items.

Some trains do allow checked baggage to the group's destination station. A maximum of two pieces of checked baggage are allowed per passenger at no additional cost. Passengers are allowed an additional two pieces of checked baggage at a cost of \$20 per item.

Checked baggage may not exceed 50 lbs. (23kg) in weight and cannot exceed linear dimensions (length + width + height) of 75 inches (190cm). Larger items up to 100 linear inches (254cm) are accepted at a charge of \$20 per item.

Please check with the Group Sales Department to determine if checked baggage is available for your group or if you have any questions how these baggage policies apply to your specific trip. Additional baggage policies can be found on Amtrak.com.

Food and Beverage Service

Many of our trains have meal service that is available to most groups. Food services onboard Amtrak trains can vary from one train to another. On trains with a dining car, group seating may not be possible in every case due to such factors as boarding, departure and arrival times, heavy rider-ship, equipment limitations or other constraints. On board personnel can assist you with arranging a meal time for your group. On trains without dining car service, you can usually find a café car available with beverage and food items for sale. Additional information about food services offered onboard can be found on Amtrak.com.



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Amtrak Group Travel Guidelines (continued):

Cancellations

If you need to cancel the group’s reservation please contact the Amtrak Group Sales Department at least 90 days from departure in order to receive a full refund. Per the chart below, if you cancel less than 90 days from departure, we assess a 25% refund fee. If you cancel 20 days or less from departure the tickets are non-refundable.

Refund/Cancellation Policy	Penalties
90 or more days before departure	No Penalty
89 to 21 days before departure	25% Penalty
20 or fewer days before departure	No Refund

Penalties apply to any cancellation of space even if the group is rebooking travel for another date or time. **Some fares may be non-refundable. Please contact the Group Sales Department for additional information.**

GROUP LEADER AND CHAPERONE POLICY

A minimum of one designated chaperone is required for every 6 minors under the age of 18 aboard the train. Designated chaperones are adults specifically responsible and accountable for minors traveling on the train. Any adult traveling in connection with the group who is responsible for an infant will not be considered a designated chaperone. Chaperones are responsible for following all Group Leader and Chaperone Guidelines. For additional information please contact the Group Sales.

Terms and Conditions

Transportation on Amtrak is subject to the terms and conditions on your ticket and associated ticket jacket. Additional terms and travel information can be found on Amtrak.com. Please take time to familiarize yourself with the information contained within this Confirmation Letter for the best travel experience. Please keep this Confirmation Letter handy for your records.

Thank You for Your Business



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Thank you for choosing Amtrak for your group's travel needs. We anticipate that you will have a great trip and we look forward to hearing back from you when you are ready to book your group's next journey onboard Amtrak.