

Group Travel Planning Guide

WHAT YOU NEED TO KNOW ABOUT GROUP AIRFARE



AFC TRAVEL
see the world, change the world



511 E. TRAVELERS TRAIL
BURNSVILLE, MN 55337



(952) 886-7676
(800) 823-5954 (EMERGENCY)



SALES@AFCTRAVEL.COM

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BOOKING AIRFARE AT THE BEST RATES

WHEN TO BOOK

We can book groups up to 330 days prior to departure.



HOW DO I GET A LOWER RATE?

It's best to **contact us first before going directly to the airline**. This way, we can find the best airfare to book for your group travel.



SECRETS TO BETTER GROUP RATES?

- Flexibility
- Book 8 to 11 months in advance
- Depart & return on weekdays

BENEFITS OF GROUP BOOKINGS

- Everyone pays the same price
- Organizing is easier
- Calendar reminders

timeline

							
<p>CONTACT AFC TRAVEL</p>	<p>MAKE DEPOSIT & SECURE THE RATE</p>	<p>PRELIMINARY NAMES DUE</p>	<p>FINAL NAMES DUE</p>	<p>PURCHASE TRAVEL INSURANCE</p>	<p>SPECIAL REQUESTS</p>	<p>FINAL PAYMENT IS DUE</p>	<p>TICKETS ARE ISSUED</p>
<p>8-11 Months in advance</p>	<p>7-10 Days From Date of Confirmation</p>	<p>60-90 Days Prior to departure</p>	<p>45 Days Prior to departure</p>	<p>Anytime Prior to departure</p>	<p>45 Days Prior to departure</p>	<p>45 Days Prior to departure</p>	<p>30 Days Prior to departure</p>
<p>Contact AFC Travel 8-11 months in advance to find more favorable rates. If you don't have that timeline, contact us anyways.</p> <p>We'll put our experience to work for you!</p>	<p>To guarantee a group rate, a deposit (\$100-\$200 per seat) is due 7-10 days from the date of confirmation. A cancel fee will be assessed if a group completely cancels before the utilization date.</p>	<p>Preliminary names are due 60-90 days prior to the departure date.</p>	<p>Final names are due 45 days prior to the departure. TSA requires passport names of each ticket. We must also provide passengers gender and date of birth. Airlines charge fees for name changes after the final name list is submitted.</p>	<p>Protect your trip and provide peace of mind by purchasing travel insurance for your group.</p>	<p>Special meals and advance seating is possible 45 days prior to group departure.</p>	<p>Final payment is due 45 days prior to the departure date.</p>	<p>Tickets are issued generally 30 days prior to the departure date.</p>

WHY AFC TRAVEL?

OUR CONTRACTS | Our buying power with the major airlines gives you access to our best airfare contracts.

OUR EXPERIENCE | Our people make the difference! Our group agents, on average, have over 15 years experience in international travel.

OUR TECHNOLOGY | We developed our own proprietary technology with our customers in mind, giving you access and control of your group.



YOUR PROBLEM IS NO PROBLEM

PROBLEM	"Airfare is the most expensive part of my group travel budget."	"I get frustrated with the airlines, itinerary details give me a headache, and I don't understand routings."	"How do I manage schedule changes, cancellations, and last minute changes?"	"I have multiple student groups I'm planning and managing!"
SOLUTION	Our specialty contracts offer discounts and other benefits to reduce costs.	AFC Travel has been booking student groups since 1995. Our experience is put to work for you.	You get an experienced group agent dedicated to your account who will manage your group airfare for you.	MyManagedTrip <ul style="list-style-type: none"> • See deadlines • Itineraries • Calendar

MYMANAGEDTRIP

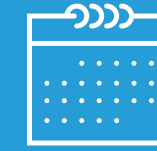
Our breakthrough **group management software** allows your team to not only save time, but also reduce costly mistakes.

Here are a few examples of the many things you can do with **MyManagedTrip**...



My Trips

- View all of your trips
- View each individual trip
- View all past and future groups



My Calendar

- View deposit due dates
- View trip dates
- View final payment due date



Payment

- View all payment(s) made for each trip
- Pay For My Trip Online (COMING SOON)



Administrative Control of Users

- Add as many users as you want



E-sign Contracts

- Sign documents directly in MyManagedTrip



Attachments

- View and download all attachments between you and your AFC Travel agent



Request New Groups

- Request a new group in MyManagedTrip and give each group any name you desire



Web-Based

- View from anywhere you are connected to the web

HOW TO PREPARE YOUR GROUP FOR TRAVEL

Before you can get others on board, you should do some research to learn more about your destination - especially if it's in another country. Here are some questions you should answer:

- What's the climate like? What's the average weather like?
- What's the time difference?
- Is there a language barrier? Will we need a translator?
- What's the local currency? The currency exchange rate?
- What's the political situation? Is the country stable?

Once you have a better understanding of your destination, you can better educate your travelers on the trip ahead!



After gathering your volunteers, you'll have a new set of questions to ask:

- Do all my travelers have their passports? Are passports valid 6 months past the return date? Do they need to renew?
- Do my travelers need Visas to enter the country?
- Do my travelers need vaccinations?
- Are my travelers fit for the trip's physical demands?
- Can my volunteers request time off work for the trip?

For advice on how to increase interest in your volunteer trip, check out our blog: [How to Recruit a Volunteer Group](#)

HOW TO PREPARE YOUR GROUP FOR TRAVEL (CONT'D)

How to Budget for a Group Trip

Budgeting starts with listing all your major expenses. Here are the top travel expenses to get you started:

- Airfare
- Lodging expenses
- Ground transportation
- Food costs
- Sightseeing costs
- Emergency fund
- Travel insurance

Building Your Team

You don't have to wait until your first day of travel to build your team. If you can give your group a headstart by incorporating team nights and activities into your pre-trip meetings, you will operate much more effectively once your trip begins. Here are a few fun ideas to boost your camaraderie:

- Icebreaker games
- Use Strengthsfinder
- Use other personality test
- Plan a night out
- Volunteer locally
- Host a team fundraiser
- Do team-building exercises





Managing Your Luggage

Here are some tips for maximizing your luggage space:

- Forego checked baggage fees by just packing carry-ons
- Make sure your carry-ons fit the weight and size limits for overhead baggage
- Share a checked bag among your team. Many airlines let you check one for free!

Packing Your Suitcase

Packing your bags will probably be one of the last steps you make before leaving for the airport. Here are some essentials you don't want anyone on your team to forget:

- Passport/International travel documents (Make sure your passports are valid for 6 months beyond your latest return date)
- E-ticket and travel insurance information
- Cash/credit cards
- Medications

Managing Air Travel

Getting to the airport

Decide how you're getting to the airport before the day you leave.

Whatever you choose, make sure you know exactly how long it will take you to arrive at the airport and add some extra time, just in case. If you need to pay for parking or shuttle services, make sure to include this fee in your travel budget.

Arrive early! Boarding generally starts 30-45 minutes before your departure time, then add 3 hours for buffer. Although it may seem ridiculous to arrive at the airport 3 to 3.5 hours before departure, there's always that one person who forgets something.

Surviving TSA Security

- Review the full [packing guidelines](#) TSA has provided on their website.
- For liquids: carry-on bags allow liquids of [3.4 ounces \(100ml\)](#) or smaller sized containers that fit in 1 quart-sized, resealable bag. Some security checkpoints ask that these liquids come out of the carry-on through security. Any liquid, aerosol, gel, cream or paste must fit into the quart-sized bag. Make sure these liquids are easily accessible for your travelers. Checked bags allow containers larger than 3.4 ounces.

Here are some additional tips from the traveling pros to manage groups at [TSA security](#):

- Have your airline ticket and passport in-hand, ready to scan
- Remove your belt before walking through the scanner
- Avoid wearing jeans. Studed pockets can set off the alarm
- Wear easy slip-on-and-off shoes to remove for walking through the scanner
- Limit the amount of jewelry you wear
- Store your essentials (phone, passport, wallet, etc.) in your jacket pockets
- Make large electronics (like laptops) easily accessible

How to Prevent Jet Lag

There's nothing like jet lag to put a damper on your traveling experience. No matter which way you're crossing the globe, jet lag can hit hard - depending on how many time zones you cross.

Here are some ways you can take control of jet lag:



1

Before you leave:

- Set your watch to the new time before you depart. Start observing time as though you were already at your destination.
- Adjust your internal sleep clock.
- Eat meals closer to the time you'll eat them at your destination.

2

During your transit:

- Fast on your flight, if traveling west-to-east (arriving in the morning).
- Take melatonin to rest, if traveling west-to-east (arriving in the morning).
- Avoid caffeine and alcohol. Stick with drinking water to stay hydrated.

3

After arriving:

- Bask in the sun.
- Sleep when the sun goes down.
- Avoid long naps during the day. Don't rest longer than 20 minutes.
- Eat when the locals do.

HOW TO PREPARE YOUR GROUP FOR TRAVEL (CONT'D)

Guidelines for Your Destination

Planning for your trip doesn't end once you arrive to your destination!

Cultural Considerations

Whenever traveling to another country, you should study the local culture. This observation will help you discover which behaviors are appropriate and what's normal to expect from locals.

Here are some aspects to keep in mind...

Dress code varies from country to country. Some countries are more conservative while others are not - it just depends where you travel. Because you are the guest when visiting, you should do your best to respect local dress codes.

Body language includes acceptable and unacceptable behaviors with posture, table manners, personal proximity, facial expressions, physical contact, eye contact, and the like.

Language can also impact culture. Though English is widely known, it might not be the national language of your host country. Make sure you know what is their primary language. It wouldn't hurt to learn a few common phrases, either.

Religion shapes a lot of culture and defines much of why a certain people group acts or believes the way they do. Because of this, it's important to take note of which religion governs your host country and learn the basics of it.

Gender expectations of men and women can affect your time in another country. In some areas, women have less rights than men. Make sure to research these basics, so you're not stuck in an uncomfortable social situation or risk offending a local.

Tips for Successful Re-entry

After the trip, accept the changes that happened, and encourage your team members to do the same. Like unpacking your suitcase, processing the changes from your trip is like emotionally unpacking - and it doesn't happen overnight. Give yourself time to sort out your feelings before jumping right back into life. Recognize the temporary changes and recognize the permanent ones. You can do this alone, or, better yet, arrange a few post-trip meetings with your team so you can process together.

If you meet with your team after the trip, you may find these discussion questions helpful for processing your collaborative experience:

- What were the high points and low points of the trip?
- How has your worldview changed by the experience?
- How should we respond to people who may not show much interest in stories from the trip?
- How can we integrate our new changes into our daily lives?

During this emotional transition, you need to take it easy on yourself:

- Don't overreact to things in your own culture that may seem wrong upon your return
- Don't make any major, life decisions within the first 72 hours of your return
- Don't expect your family and friends to understand everything you share or be as excited as you
- Don't act critically toward your family and friends when they don't share your convictions



Healthy Eating Habits

When experiencing a new culture, you'll want to make sure you and your team stay healthy.

- Take probiotics to build your digestive immunity
- Wash and peel your own fruits and veggies before eating them
- Don't drink from the tap. Always use a filter water bottle to avoid drinking any harmful bacteria
- Bypass uncooked or undercooked meats
- Cautiously try seafood dishes, as these are notorious for causing intestinal problems

As team leader, you also want to be aware of any dietary restrictions your team members might have (lactose-free, celiac, vegan, etc.) Do your best to make reasonable accommodations for them, and let them know of any dietary challenges. This lets them prepare their meals ahead of time.

Why do I need travel insurance?

Travel Insurance adds essential benefits to every trip. You cannot afford to travel without:

1. 24/7 Emergency Assistance
2. Emergency & Security Evacuation Coverage
3. Trip Cancellation & Trip Interruption Coverage

Travel insurance will not free you of all your traveling mishaps, but we can provide the coverage to make dealing with traveling mishaps much easier.

Consider these situations and how travel insurance can make your travel that much easier!

What if your first flight is delayed, so you miss your next flight?

Missed Connection Coverage will reimburse you, up to the maximum amount listed in the description of coverage, for 1) your additional transportation cost to join the departed trip and 2) your prepaid expenses for the unused travel arrangements.

What if a terrorist attack happens in the city you are visiting?

Political & Security Evacuation Coverage will pay, up to the maximum amount listed in the description of coverage, for all reasonable evacuation expenses incurred for your transportation to the nearest safe haven. This can include a one-way ticket to your home country.

**Note: Political & Security Evacuation coverage will only cover your evacuation expenses if your insurance provider arranges or coordinates your evacuation.*

What if you or a traveling companion has a heart attack in a remote location?

Medical Evacuation Coverage will pay the usual or customary charges for transportation expenses for an emergency medical evacuation to the nearest hospital or medical facility where suitable medical treatment is available.

**Note: This coverage applies if adequate medical treatment is not available in your immediate area and your condition is life-threatening.*

What if you are hiking, fall, and break your ankle?

Emergency Accident Medical Expense Coverage will cover, up to the maximum amount listed in the description of coverage, an injury that occurs while on your trip.

**Note: Medical expenses incurred after you return from your trip are not covered.*

What if you end up with a stomach bug and fever while traveling and have to visit a local clinic?

Emergency Sickness Medical Expense Coverage will cover, up to the maximum amount listed in the description of coverage, a sickness that manifests itself while on your trip.

**Note: Medical expenses incurred after you return from your trip are not covered.*

What if the airline lost your bags?

Baggage Delay Coverage will reimburse you, up to the maximum benefit amount shown in the schedule of benefits, for the cost of reasonable additional clothing and personal items purchased by you while your baggage is delayed for 24 hours or more from your time of arrival at the destination other than your return destination. We will also reimburse you, up to \$50, for expenses you incur during your trip to expedite the return of your delayed baggage.

**Note: For claimed items without original receipts, payment of loss will be calculated based upon 75% of the actual cash value at the time of loss, not to exceed \$300 per item.*

What if your cell phone is stolen?

Baggage & Personal Effects Coverage will reimburse the cost of your lost or stolen cell phone. Most travel insurance plans exclude cell phones from their coverage, but our plan will reimburse you up to \$300.

What if you lose your passport?

Baggage & Personal Effects Coverage will reimburse you for fees associated with the replacement of your passport and visas which are lost, stolen, damaged or destroyed during your trip.

**Note: Travel insurance purchased after you leave will not cover you.*



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Buy A Ticket, Give A Meal

We are passionate about helping people see the world and change the world. Every ticket sold will feed and provide resources to refugees and vulnerable children around the world.

By purchasing your group airfare through AFC Travel, you are helping to make a difference in the world!

GET A QUOTE

SCHEDULE A DEMO

LEARN MORE ABOUT AFC TRAVEL



Contact **Anthony Hilden**

(952) 886-7686

or anthony@afctravel.com

www.afctravel.com/groups