METRA / UP /BNSF
GROUP TRAVEL REQUEST FORM

This completed form must be received in our office no later than 21 days prior to schedule event. Metra will confirm availability. Payment must be received 14 days prior to scheduled event or trip will be cancelled.

Parameters for eligibility: (subject to change without prior notice)

*Minimum of 25 passengers or Maximum of 135
* Off-Peak Travel Only: M-F between 9 am and 3 pm and after 7 pm
*Anytime Saturday, Sunday and major holidays (some restrictions apply, when high ridership is expected)

Please Print Clearly

Today's Date:_______________________________________

GROUP NAME

Contact's Name ____________________________ Phone number ________________

Alternate Phone ____________________________ Email Address ______________________

Group or Organization's Address ____________________________ City, State, Zip ________________

Date(s) of Travel

From: _________ To: _________ Train No. _________ Time _________

From: _________ To: _________ Train No. _________ Time _________

# of Adults ___________ # of Students ___________ # of Children ___________

(6 yrs and under are free) # of Seniors ___________

TOTAL # OF PASSENGERS ___________

Combined number of passengers must total minimum of 25 passengers or maximum of 135 passengers. NO EXCEPTIONS

Zone pair: _____________________

Adults#_________@______________ Students#_________@______________ Seniors#_________@______________

TOTAL COST: ________________ APPROVED BY: __________________ DATE PAYMENT RECEIVED: ________________

• Entire group must be together on platform ready to board the train
• Boarding Pass must be presented to crew member upon boarding (Boarding Pass is sent after payment is received)
• Metra is not responsible for any inconvenience resulting from delayed, canceled or missed trains and/or connections due to mechanical failure, accidents, track obstructions
• Only one group per train for the entire trip
• Must have 1 adult for every 3 children

METRA WILL MAKE EVERY ATTEMPT TO KEEP GROUP TOGETHER IN ONE RESERVED CAR; HOWEVER, IF NEEDED THE CAR CAN BE OPENED TO THE PUBLIC

# of passengers needing Wheelchair/ADA/or special needs assistance

________________________________________

Special Instructions: (please provide a contact name & phone number, who can be reached on the day of travel)

________________________________________

EMAIL COMPLETED FORM TO GROUPTRAVEL@METRARR.COM
FOR INQUIRIES CALL 312-322-6772 or send an email

NO REFUNDS FOR MISSED, CANCELED OR DELAYED TRAINS. 24 HR CANCELLATION NOTIFICATION IS REQUIRED FOR A REFUND CHECKS ONLY. CREDIT CARDS ARE NOT ACCEPTED FOR GROUP TRAVEL
PAYMENTS MUST BE RECEIVED 14 DAYS PRIOR TO SCHEDULED EVENT, OR TRIP WILL BE CANCELLED
PAYMENT SHOULD BE MAILED TO: METRA GROUP TRAVEL
547 W. JACKSON BLVD
10TH FLOOR
CHICAGO, IL 60661