



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 9a - 3p and after 7p**

***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 _____	TOTAL # OF PASSENGERS	Combined number of passengers must total minimum of 25 passengers or maximum of 135 passengers. NO EXCEPTIONS
# of Children (6 yrs and under are free) _____	# of Seniors _____		

Metra use only			
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