

# Reservation Policy

Last updated May 24, 2021

- All rates quoted are subject to change at time of booking and if group space does not fill.
- Passports are required for travel and must be valid for at least 6 months after your travel dates have been completed. For all U.S.Territories such as Puerto Rico and the U.S. Virgin Islands no passport is required. However, valid Government Issued I.D. is required for travel.
- Travel Protection is not included in your Travel Package. We highly recommend you protect your vacation by investing in some sort of Travel Protection. The Globe Trotting Divas can book Travel Insurance for your group and at time of booking full cost of coverage must be included with your initial deposit.
- Each traveler is required to register in the same name that is on his/her passport.
- Each traveler must complete all required travel documents and submit an initial deposit at time of booking.
- If you have a roommate all parties must book on the *same date*.

## Deposits, Payments and Payment Plans

- All payments are NON-REFUNDABLE and NON-TRANSFERABLE at all times unless otherwise stated. We highly recommend that you protect your investment and purchase some sort of Travel Protection.

To make additional payments or final payment to your reservation the following options are available to you:

Online: [www.theglobetrottingdivas.com](http://www.theglobetrottingdivas.com)

- Each traveler must adhere to the monthly payment schedule set forth otherwise a \$30.00 per person late fee will be accessed to your booking each time payment is late. Typically payments are due on either the 15th or 30th of each month. The exact date will print on each individual invoice. If you can not maintain the monthly payment date assigned please contact us right away so that we can assign a more accommodating date for your payments.

## Cancellations

A travel package is considered confirmed once payment is received and thereafter all penalties will apply if the package is changed or canceled. The following applies to ALL canceled reservations:

- All Cancellations must be in writing. Please send a request to [inquire@theglobetrottingdivas.com](mailto:inquire@theglobetrottingdivas.com) and include booking number in your subject line.
- A \$200.00 cancellation fee will apply to all canceled reservations. This fee is per person, per reservation, and is in addition to any other cancellation fees that may be associated with your booking imposed by our suppliers and vendors. Cancellation Fees apply with OR without Travel Protection.

- In the event of cancellation where the occupancy booked is double or greater, travelers who remain on the booking will be 100% financially responsible for any remaining balances owed since the booking will automatically adjust to the true occupancy held. this will apply even if the remaining traveler(s) has paid their reservation in full.
- Reservations that have Travel Protection added must adhere to specific cancellation guidelines set forth in order to maximize the highest refund available to you less all associated fees and penalties. Please review your coverage policy for thorough understanding and review of all deadlines to cancel including how to file a claim for a refund.

## Refunds

We make every effort to process refunds as carefully as possible. However, we must always follow our vendors' and suppliers' cancellation and booking policies. Refunds are processed in the following manner and apply to both Full Travel Packages with Air and Land Only Travel Packages. Please keep in mind that most Global Pandemics, such as the Novel Coronavirus and COVID-19, are NOT covered by Travel Insurance. When a negative COVID-19 Test is required for travel and entry, and the traveler produces a positive test result, resulting in cancellation, the traveler can lose the entire trip cost.

## BOOKINGS WITH TRAVEL PROTECTION

- Bookings WITH Travel Protection 45 Days or More Prior to Departure: Full refund less \$200 per person Cancellation Fee, the cost of Travel Protection and any non-refundable components refunded to original form of payment.
- Bookings WITH Travel Protection 44 Days or Less Prior to Departure: 35% of total trip cost per person plus any non-refundable components refunded to original form of payment.

## BOOKINGS WITH NO TRAVEL PROTECTION

- Bookings with NO Travel Protection will have 48 hours from the initial booking date to cancel with a full refund. If the booking is canceled ANY time after 48 hours, NO REFUND will be issued. In some cases our vendors and suppliers are willing to issue a travel credit however, we can not guarantee that.

This Reservation Policy is set forth and enforced by The Globe Trotting Divas, LLC. Submission of our Booking Form constitutes that you have fully read each component of this Reservation Policy, have full understanding and are clearly aware of The Globe Trotting Divas, LLC booking policies and procedures and you therefore, release The Globe Trotting Divas, LLC from any and all liability including but not limited to human errors.

