

PRE-TRAVEL CHECKLIST

NATIONAL
GEOGRAPHIC

EXPEDITIONS

BOOKING PROCESS

To book a National Geographic Expedition by Private Jet, connect with our team at 1-888-227-7265, Monday-Friday from 8:00 a.m.–8:00 p.m.

The agent must provide required client information such as full name, email, and mailing address. Each client must DocuSign the Operator Participant Contract and send the nonrefundable deposit of \$5,000* per person to reserve their space.

Within 1 business day after client's space is confirmed, trip confirmation will be sent. The Expedition Manager will also email preparation details and required documents. Travel agents will then forward all information to clients and collect necessary documentation.

*Initial deposit can be collected via credit card. Second and final payments must be check or money wire.

PRE-TRIP CHECKLIST OF REQUIRED DOCUMENTS AND INFORMATION

\$20,000 per person second payment **(Due 8 months prior to departure)**

Scanned color copy of passport **(Due no later than 4 months prior to departure)**

- Passport copies must be in color, include information page and signature page, and without glare or edges cropped.
- Passports must be valid for at least 6 months from final date of trip and must include required number of blank visa pages specified in Expedition Details.

Arrival & departure form **(Due no later than 3 months prior to departure)**

Proof of Covid-19 vaccination **(When applicable; due no later than 3 months prior to departure)**

Physician's form **(Due no later than 3 months prior to departure)**

Visa application submitted **(Due no later than 2 months prior to departure)**

Any visas obtained on own **(Due no later than 1 month prior to departure)**

Anvil Covid-19 clearance **(When applicable; due by first day of departure)**

Final payment **(Due 4 months prior to departure)**

Traveler information form - via DocuSign **(Due no later than 3 months prior to departure)**

Travel insurance form **(Optional; due no later than 3 months prior to departure)**

Alternate destination request form **(When applicable; due ASAP, but no later than 3 months prior to departure)**

Suite upgrade request form **(Optional; due ASAP, but no later than 3 months prior to departure)**

Sightseeing options request form **(Due ASAP, but no later than 3 months prior to departure)**

Scanned color copy of 2x2 passport-style photo **(Due no later than 3 months prior to departure)**

"Selfie" style photo against non-white background **(When applicable; due no later than 3 months prior to departure)**

Proof of Yellow Fever vaccination or waiver **(When applicable; due no later than 3 months prior to departure)**

Flights to and from arrival & departure cities **(Due no later than 1 month prior to departure)**

HELPFUL RESOURCES

Disney Travel Agents.com — disneytravelagents.com

Commission Information — agentcentral.disneytravelagents.com/benefits/list/commissions

Secure online portal for submitting sensitive documents — traveler-info.exp.nationalgeographic.com

Sales & Marketing Assistance — disneytravelagents.com/content/training-benefits++sales-marketing-assistance++sales-marketing-assistance

Earmarked Information — disneytravelagents.com/content/training-benefits++disney-earmarked-program++disney-earmarked-program

PRE-TRIP TOUCH POINT TIMELINE

Within 1 Business Day After Confirmation

Trip confirmation email

Client invoice reflecting amount paid and balance due

Travel Advisor invoice reflecting commission amount

1-3 Business Days After Confirmation – First Electronic Mailing

Suggested optional insurance information

Welcome email introducing you to your Expedition Manager (NGE point of contact)

Traveler information form (Sent via DocuSign to client's email directly)

Insurance form (Optional for clients)

Medical welcome letter

Physician's form

Expedition details

9 Months Prior – Second Electronic Mailing

Second payment reminder

Second payment invoice

Arrival & departure form

Hotel details & suite upgrade form (Optional for clients)

Alternate destination descriptions & alternate destination form (When applicable)

5 Months Prior – Third Electronic Mailing

Final payment reminder

Mailing address confirmation for pre-trip amenities

Final payment invoice – including any extra arrangements that are confirmed at this time

Sightseeing descriptions & sightseeing request form

National Geographic Digital Magazine subscription (1 year complimentary)

4 Months Prior (Approximately, can vary by itinerary) – Visa Details

Visa information and application details

- Reminder: The Expedition Manager will provide information and guidance, but the visa application and costs associated with visas are the responsibility of the client

30 Days Prior – Final Electronic Mailing

Hotel contact list

Information and expectations for pre-trip amenities package

Traveler arrangement form – includes all pre-selected and confirmed arrangements from clients (Arrival/departure details, alternate destination selections, sightseeing selections, optional extra arrangements such as suite upgrades and pre & post-trip hotel nights)

Details for uploading proof of Covid-19 vaccination to third-party company, Anvil, for travel clearance (Only applicable for trips through 2024)

Invoice and payment collection for any remaining extra arrangements

2-3 Weeks Prior – Delivery of Pre-Trip Amenities Package

Amenities Package to be delivered to clients directly. Package includes:

- Tumi wheelee luggage
- Tumi backpack
- Bose headphones
- iPad (Brand new – it will need to be connected to client's Apple ID. Clients will use iPad to connect to in-flight expert lecture system and entertainment.)
- Various travel amenities
- Bound final notebook (Includes staff bios, pre-trip information, and full detailed itinerary)

1 Week Prior

Any important last-minute details

Arrival information (Where to meet driver, what to do once checked in to hotel)