

University of Southern Indiana Alumni Engagement
presents...

Reflections of Italy

with Optional 2-Night Rome Pre Tour Extension
June 1 – 10, 2027



Book by
Dec 02, 2026
& Save
\$300
Per Person



Join University of Southern Indiana
President Steve Bridges '89 M'95 and First Lady
Rosemary Bridges for an unforgettable tour of Italy!



For more information contact

Tourcy

812-746-8516

conciierge@travelwithtourcy.com



Alumni Engagement
and Volunteer USI

Upgrade to Elite Airfare! See inside for details.



10 Days • 12 Meals: 8 Breakfasts (B), 1 Lunch (L) , 3 Dinners (D)

HIGHLIGHTS... Rome, Vatican Museums, Sistine Chapel, St. Peter's Basilica, Orvieto, Assisi, Perugia, Cortona, Florence, Chianti Winery & Cooking Class, Venice, Murano Island

ITINERARY AT A GLANCE

Day 1	Overnight Flight
Days 2, 3	UNAhotels Deco Roma, Rome
Days 4, 5	Sangallo Palace Hotel, Perugia
Days 6, 7	Hotel Albani Firenze, Florence
Days 8, 9	Hotel Carlton on the Grand Canal, Venice

On some dates alternate hotels may be used.

Enjoy arriving early or checking out late with our Pre and Post night stays. Ask for rates. Arriving a day early will give you time to relax and get acquainted with the area. It also provides a buffer in case of flight delays so you don't miss anything on the tour.

Day 1: Tuesday, June 1, 2027 Overnight Flight Welcome to Italy, a land rich in history, culture, art, and romance. Your journey begins with an overnight flight.

Day 2: Wednesday, June 2, 2027 Rome, Italy Begin in Rome, the "Eternal City." As arrival times will vary, there is no scheduled sightseeing today. Spend the day as you wish, exploring the city independently. This evening, get to know your fellow travelers during a welcome dinner featuring regional specialties. (D)

Day 3: Thursday, June 3, 2027 Rome On a guided tour of the Vatican Museums,* explore the extensive Papal palace housing priceless artifacts from ancient Egypt, classical Greco-Roman statuary, and works by great Renaissance masters. In the Sistine Chapel, marvel at Michelangelo's frescoed ceiling and brilliant *Last Judgment*. Next, wander through the towering columns of St. Peter's Basilica, a daring feat of human artistry and engineering. Admire the baroque spirals of Bernini's altar canopy and gaze up at Michelangelo's dome – still the tallest in the world. Return to the hotel mid-afternoon. The evening is yours. Perhaps you'll join an optional dinner in a popular restaurant, indulging in a hearty meal accompanied by wine and local entertainment. (B)

Day 4: Friday, June 4, 2027 Rome - Orvieto - Perugia Depart Rome today en route to the iconic hill town of Orvieto. As you approach, its distinctive profile rises on the horizon, crowned by the facade of its famous cathedral. Delve into the local scene, exploring Orvieto's rich history and Etruscan heritage. Perhaps you'll pause to savor a glass of its renowned *Orvieto Bianco*, a wine that has delighted popes and nobility since the Renaissance. Then, you're off to medieval Perugia, the historic capital of Umbria. With free time to explore, consider wandering along the *Corso*, Perugia's main street, where gothic facades are lined with shops and restaurants. (B)

Day 5: Saturday, June 5, 2027 Perugia - Assisi - Perugia This morning, travel to Assisi, birthplace of St. Francis. Take in the old-world atmosphere on a guided tour of the Basilica of St. Francis. Then, enjoy free time to wander among the rose-hued stone buildings of this medieval hill town. This afternoon, journey into the surrounding Umbrian countryside, where olive groves blanket the hillsides, and visit a traditional *frantoio* (olive mill) where olives are pressed each November.** Learn about the region's trees and oil-making methods, sample a variety of extra virgin olive oils produced at the mill, and enjoy dinner in the serene setting of the grove. (B, D)

Day 6: Sunday, June 6, 2027 Perugia - Cortona - Florence Head through Tuscany's graceful low-lying hills to the Etruscan city of Cortona. Perched on the side of a hill, take in the ornate facades and gothic architecture. Peek at the adjacent Lake Trasimeno, situated off in the distance. You might recognize the city as the charming setting for the book and film *Under the Tuscan Sun*. End your day in Florence, the "Cradle of the Renaissance." (B)

Day 7: Monday, June 7, 2027 Florence This morning, experience Florence's cultural treasures on an extensive walking tour, passing by the Duomo, the Baptistery, the Palazzo Vecchio, and the Piazza della Signoria. The rest of the day is yours to explore this veritable open-air museum. Perhaps you'll join an after-hours tour of the 14th-century *Certosa* monastery, followed by dinner featuring local wines, Tuscan food, and live entertainment. (B)

Day 8: Tuesday, June 8, 2027 Florence - Venice Start your day with a visit to a historic winery in the heart of the Chianti region. In the shadow of a 12th-century castle, learn about Tuscan wines and enjoy a chef-led cooking class. Next, sit back and savor regional delicacies during a delicious lunch. This afternoon, journey through central Italy, crossing the Apennine Mountains toward the Po River Valley. Enchanting Venice awaits with 117 tiny islands and its latticework of 150 canals and 400 bridges. (B, L)



Book by Dec 02, 2026 & Save \$300 Per Person:

Double \$6,399	Double \$6,099*
Single \$7,399	Single \$7,099
Triple \$6,349	Triple \$6,049

For bookings made after Dec 02, 2026 call for rates.

Included in Price: Round Trip Air from Evansville Regional Airport, Air Taxes and Fees/Surcharges, Hotel Transfers

*****Alternate gateways are available upon request.**

Not included in price: Cancellation Waiver and Insurance of \$599 per person

* All Rates are Per Person and are subject to change, based on air inclusive package from EVV

Upgrade your in-flight experience with Elite Airfare

Additional rate of: Premium Economy \$1,890; Business Class \$4,290

- * Elite Air pricing (Premium Economy, Business Class or First class) is valid until 8 months prior to departure, after which rates are subject to change and will be quoted based upon availability. † Refer to the reservation form to choose your upgrade option

IMPORTANT CONDITIONS: Your price is guaranteed once deposit is received and booking confirmed by Collette. Your price is not subject to increase after the deposit is received and booking confirmed, except for charges resulting from increases in government-imposed taxes or fees. **(See registration form for consent.)**

Day 9: Wednesday, June 9, 2027 Venice See Venice from the water and take a boat*** to Murano Island. At a glass-blowing demonstration, discover the secrets of this ancient art up-close and marvel at the one-of-a-kind designs. Make your way to the historic center of Venice and see the Castello district with a local expert. End in St. Mark's Square, taking in the basilica and the opulent facade of the Doge's Palace. The remainder of the day is yours. Consider an optional tour featuring Venice's most famous pastime - a serenaded gondola ride. This evening, celebrate the end of an unforgettable trip with a farewell dinner. *(B, D)*

Day 10: Thursday, June 10, 2027 Venice - Tour Ends Your journey comes to a close in Venice this morning. *(B)*

Important Tour Information:

Book Now rates valid until Dec 02, 2026, valid on air inclusive packages only.

The overall activity level of this tour is a level 3. This means you're an on-the-go traveler. You don't want to miss a thing, so walking and standing for longer periods of time (2-3 hours) isn't a big deal. A moderately paced two-and-a-half-hour walking tour, covering several miles, hills, and uneven surfaces, is no problem for you. Walking four miles over the course of a day is very doable, as is climbing into and out of various modes of transportation (tuk-tuk, cable car, zodiac, etc.). You can climb three flights of stairs easily and handle altitudes between 6,000 and 9,000 feet. Expect some longer days with early mornings or late nights balanced with free time to recharge or set out on your own adventure. This level is not a fit for travelers who require mobility assistance devices.

Travel with an average of 37 people (maximum of 44).

Italy imposes strict limits on tour bus circulation and mandatory drop-off and pick-up points, especially in historic areas such as Rome, Vatican City,

Experience It! Assisi

Experience the town of Assisi, birthplace of St. Francis. Here you'll discover a blend of Roman ruins, winding medieval streets, and beautiful churches that make this a must-see destination. Once a pilgrimage site and historical treasure, Assisi offers you the chance to return to another time. With a history that stretches back to 1000 B.C. (predating the Roman Empire), the town rests among the gently rolling hills of Umbria. Marvel at the Basilica of San Francesco, find an out-of-the-way shop, look out at the stunning landscape, or sit and relax at a quiet café.

For more information on extensions and options for this tour visit
<https://gateway.gocollette.com/link/1422091>

Orvieto, Assisi, Cortona, Florence, and Venice. All these areas require navigating large crowds, extensive walking over cobblestones, uneven and often narrow sidewalks, and occasionally unpaved terrain with loose gravel. For your well-being, we recommend bringing comfortable, well broken-in walking shoes.

To complete the visit of the Vatican Museum's and St. Peter's Basilica, you must be able to walk and stand on your feet for a total of 5 hours with only 1 break (approximately 20 minutes). There is no seating available during the tour and no air conditioning in the museum, which is often overcrowded. The amount of walking varies according to the crowds on the day of your visit, but you must expect to be walking a minimum distance of 2.6 miles (4.2 kilometers) in addition to climbing down about 120 steps to exit the Vatican Museum and up another 30 steps to reach St. Peter's Basilica.

In Florence, you must be prepared to stand on your feet and walk for 3 hours with only 1 restroom stop. There is no seating available during the walking tour. You will be walking around very crowded areas. The streets are cobblestone, with narrow sidewalks. Some streets are pedestrianized, but many others allow cars, motorbikes, and small public transportation vehicles. To complete your sightseeing tour, you should expect to walk a minimum of 1.4 miles (2.3 kilometers), plus 1.1 miles (1.7 kilometers) to return to the hotel at the end of the guided tour.

Venice is not accessible to vehicles and requires navigating large crowds, narrow streets, and climbing over multiple bridges with steps up and down. The included sightseeing will take place with a mix of motorboat rides and walking. There will be 3 motorboat rides, each lasting 20-30 minutes. The walking tour requires the ability to walk and stand for 90 minutes, covering approximately 1.2 miles (1.9 kilometers) and a climb up and down of approximately 100 steps. Agility is required to board the gondola boats if participating in the optional tour.

The included activities are not suitable for travelers using motorized scooters, wheelchairs, walkers, or Zimmer-frames.

If you require any special assistance while on tour, please make us aware at time of reservation so the necessary request form can be sent to your attention.

Most shops and businesses in Italy are closed on Sundays and on national/religious holidays.

Proper dress (covering your knees and shoulders) is required when visiting religious sites, sanctuaries, basilicas, etc.

*The Vatican Museum's dates and times are subject to change based on availability of reservations. Please note, the Vatican Museums are not available on Sundays and on Catholic holidays. Due to the unpredictable nature of the events schedule at the Vatican, on certain dates it may be necessary to visit the Vatican Museums at a different time and on occasion, you may experience higher than average wait times for entry. As a result of heightened security measures, it is forbidden to enter these sites and museums with handbags and backpacks larger than 16 x 14 x 6 inches (40 x 35 x 15 cm). While cloakrooms are available, they are not secured and in some instances your tour group may not be exiting from the same area you entered. There is no air conditioning in the museum.

**Olives are picked over a period of approximately 45 days. The exact starting and ending day depends on the weather and can vary from mid-October to mid-December.

***On occasion, due to inclement weather, your boat trip to Murano Island may be substituted with a visit to a local glass factory in Venice.

Most museums in Florence are closed on Mondays, including the Academy Gallery and the Uffizi. Most museums in Florence require reservations to access. In order to reduce waiting in line, we suggest you reserve your ticket online prior to departure if you plan to visit the Academy Gallery or the Uffizi during your free time in Florence.

On the day you transfer to Florence, you can expect to arrive at the hotel around 4:30 p.m. The following day, you can expect your included tour of Florence to conclude by 1:00 p.m.

If booking tickets for one of the above museums, allow yourselves 30 minutes to reach them from your hotel and/or the end point of your walking tour.



When reserving single accommodations, be advised that single rooms in Italy are always smaller in size and the beds are cot-sized.

Single accommodations are limited and are available on a first-come, first-served basis. Single rate subject to change based on availability.

To complete your tour, we include round-trip airport-to-hotel transfers when purchasing our airfare with your tour. If you have arranged for your own air, we are pleased to provide you the option of purchasing these transfers. Please note that all transfers will leave at pre-scheduled times.

Our air travelers will depart from Venice airport.

For air-inclusive reservations, the name provided at time of booking must match your government-issued ID that will be used during travel. Name changes are subject to penalties.

Please be advised, many airlines do not provide advance seat assignments until check-in at the airport. Advance seating will be subject to the airline's terms and conditions.

Prepaid tipping is not available on our tours therefore payment of customary end-of-trip gratuities for your Tour Manager, driver, local guides, hotel housekeepers, and cruise ship waitstaff should be handled individually when applicable during the course of your tour.

Economy air rate and schedule are applicable for groups of 10 or more traveling on the same flights and dates.

Travel Requirements:

Passports are required for this tour at your expense. Certain countries require that your passport be valid at least 6 months beyond the dates of your travel. You are strongly urged to contact the appropriate consulate for details. Visit www.travel.state.gov for the U.S. State Department for the latest details about passports and visa requirements.

IMPORTANT: We recommend that travelers take a photocopy of their passport and applicable visas. It should be packed separately from your actual passport and visa. We also recommend leaving a copy at home with your emergency contact.

Collette will provide all necessary information, updates, and supporting documents for your travel requirements, including visa and Electronic Travel Authorizations (ETAs), if required, approximately 60-90 days prior to your departure.

ETIAS visa waiver requirements are anticipated to begin during the last quarter of 2026, for a fee, when visiting a Schengen Area Country. To identify Schengen Area Countries and to complete the ETIAS application, please visit https://travel-europe.europa.eu/etias_en

A deposit of \$698 per person is due upon reservation. Reservations are made on a first come, first served basis. Reservations made after the seat reduction date of November 25, 2026 are based upon availability. Final payment due by March 03, 2027. Deposits are refundable up until December 02, 2026.

CST#2006766-20 UBN#601220855 Nevada Sellers of Travel Registration No. 2003-0279

**For important reservation information visit
<https://gateway.gocollette.com/link/1422091>.
You can also find this information on your tour documents.**



BOOKING NUMBER: 1422091
DEPARTURE DATE: June 1, 2027

TOUR: Reflections of Italy
GROUP NAME: University of Southern Indiana

Available Options

Personalize your tour by adding an optional activity below. Our recommended options have been carefully chosen to help enhance your individual experience. Complete the provided Prepaid Options Form to reserve your options.

Availability is limited and reservations are on a first come, first serve basis. Payment must be received no later than 15 days prior to departure. Prices are subject to change.

Children under the age of 18 **MUST** be accompanied by an adult.

Florence

Rome

Roman Serenade – June 03, 2027 **\$99 USD**

Enjoy a pleasant serenade with dinner in Trastevere, a charming, bohemian district where Rome’s locals often frequent. Indulge in a hearty, traditionally Roman menu, complete with wine. As you savor the delicious tastes of Italy, talented performers entertain you with folk songs. This lively, fun-filled evening will be an unforgettable part of your visit to Rome and an engaging immersion into Italian culture. *Duration: Approximately 4 hours.* Please note a minimum of 15 passengers is required. Transportation is included.

Tuscan Feast – June 07, 2027 **\$99 USD**

This evening, set off on a scenic drive to nearby Galluzzo, famous for its Carthusian monastery which rests upon one of the beautiful hills surrounding Florence. Prior to dinner, enjoy an after-hours visit to this 14th-century monastery – La Certosa.* Revel in the beauty that lurks inside and experience the monastery’s magnificence as you learn about monastic daily life. Then, your evening of fun continues at one of the area’s most popular dining establishments. Experience an authentic and traditional dinner served family-style! Savor local wines and Tuscan food and enjoy the entertainment. It’s a memorable – truly Italian – evening out that you won’t want to miss! *The visit to the monastery may not be possible when weddings are taking place. Gratuities are included. *Duration: Approximately 4.5 hours.* Please note a minimum of 15 passengers is required. Transportation is included.

Venice

Venetian Serenaded Gondola Cruise – June 09, 2027 **\$79 USD**

Experience the romance that can only be found in Venice – La Serenissima – while traveling on its famous waterways. Partake in one of Venice’s most famous pastimes, a gondola cruise. Take a pleasant stroll toward the Grand Canal to board your gondola. As you relax in your elegant watercraft, your gondolier navigates the Grand Canal as well as smaller side canals. Admire the scenery as you listen to the melodic voice serenading you in true Italian style, just like in those romantic Italian movies! This option operates weather-permitting. *Duration: Approximately 1 hour.* Please note a minimum of 15 passengers is required. Transportation is not included.

PASSENGERS NAME: (Please submit a separate form for each passenger)

Salutation: _____ First: _____ Middle: _____ Last: _____ Suffix: _____ Nickname: _____
(Mr., Mrs., Rev.) (Please print EXACTLY as it appears on Passport) (Jr., Sr.)

✓	Option	Price Per Person (USD)
	Tuscan Feast <i>*The visit to the monastery may not be possible when weddings are taking place. Gratuities are included.</i>	99.00
	Venetian Serenaded Gondola Cruise <i>This option operates weather-permitting.</i>	79.00
	Roman Serenade	99.00

This form is intended for use by the Group Leaders only. Please note that Collette is unable to process this form

A deposit of \$698 per person is due upon reservation. Reservations are made on a first come, first served basis. Reservations made after the seat reduction date of November 25, 2026 are based upon availability. Final payment due by March 03, 2027. Deposits are refundable up until December 02, 2026.

YOUR INFORMATION:

Your passport should be valid for at least six months beyond the dates of your trip.

Clearly print your full name (first/middle/last) **EXACTLY as it appears on your government issued travel documentation.**

IMPORTANT: In order to avoid any unnecessary change fees, it is imperative that all guest names are entered correctly from the start. The information below must be the legal name and be 100% identical to the ID being used to travel <passport/driver's license> including middle names or suffixes <Jr, Sr>.

First: _____ Middle: _____ Last: _____ Suffix: _____

Nickname: _____ Gender: () Male () Female Date of Birth: month _____ day _____ year _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: () _____ Cell: () _____ Email Address: _____

Should you become ill or injured, whom should we contact (not traveling with you): _____ Phone: () _____

ROOMING WITH: Check if address is the same as Passenger #1

First: _____ Middle: _____ Last: _____ Suffix: _____

AIR GATEWAY: Departure airport for this tour: _____

Air Seat Request: () Aisle () Window () Next To Traveling Companion

Collette cannot guarantee your seat preference. If you have not purchased air through Collette and wish to purchase transfers, you must transfer at our pre-scheduled times.

Please be advised, when travelling as part of a group, many airlines do not provide seat assignments. Preferred seating may be available for an additional charge.

Please reserve an upgrade to Elite Airfare for an additional rate of: Premium Economy \$1,890 Business Class \$4,290

Service is limited and not available on all flights or carriers. Other restrictions may apply. Please note: if you purchase an upgrade, we cannot guarantee the same flight schedule as the group. Upgraded class of service is for the international portion of the journey only.

Elite Air pricing (Premium Economy, Business Class, or First Class) is valid until 8 months prior to departure, after which rates are subject to change and will be quoted based upon availability.

Are you willing to separate from the group air schedule to accommodate your upgrade request? () Yes () No

"Federal law forbids carriage of hazardous materials such as aerosols, fireworks, lithium batteries & flammable liquids aboard the aircraft in your checked or carry-on baggage. A violation can result in 5 years' imprisonment and penalties of \$250,000 or more. Details on prohibited items may be found on TSA's "prohibited items" web page: <http://www.tsa.gov/traveler-information/prohibited-items>."

TRAVEL PROTECTION: () Yes, I wish to purchase travel protection \$599 () No, I decline

If you choose not to purchase Collette's Waiver Insurance Plan, you will incur penalties for changes and cancellations. Travel Protection Payment is due with first deposit. The Waiver Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. The single supplement will be deducted from the refund of the person who cancels. (There is coverage under Part B which includes a single supplement benefit of \$1,500 for certain covered reasons. See Part B for details.)

EXTENSION: I wish to purchase "2-Night Rome" () Yes () No

ON TOUR ACTIVITIES: Please choose one of the following on tour hotels

Please Choose One: (subject to availability)

() Hotel Carlton on the Grand Canal – Standard (included)

() Hotel Carlton on the Grand Canal – Superior (additional charge of \$150.00 double, \$300.00 single required)

PLEASE MAKE CHECKS PAYABLE TO: Collette () Check () Credit Card

Pre✓/KTN or Global Entry numbers _____

Extend your vacation with

Optional 4 Days 2-Night Rome Pre Tour Extension

Per Person Rates: \$1,199.00 USD double, \$1,599.00 USD single, land only

2 Meals: 2 Breakfasts

Day 1: Overnight Flight

Give yourself the luxury of extra time in Rome and take a deeper dive into the history, art, and architecture of Italy's capital city, spanning over 26 centuries.

Day 2: Rome, Italy

Arrive in Rome for an extended stay in the city Romans call *Caput Mundi* (capital of the world). Your local host will meet you at the hotel for an orientation briefing before leading you on a neighborhood walk, providing you with dining suggestions for your evening at leisure.

Day 3: Rome

Start your day with a locally guided tour of Rome's Renaissance and Baroque highlights. Walk to the top of the Spanish Steps for views of the city's skyline and down its famous 135 stairs. Stroll over cobblestone streets and weathered passageways to discover famous sights like the Trevi Fountain and the Pantheon's imposing facade. Finish a full morning of exploration in the oval-shaped Piazza Navona before an afternoon at leisure. Perhaps you'll meander through Rome's lively Monti district to soak in the local life. *Today breakfast will be included.*

Day 4: Rome

This morning, dive into the history of the Roman Empire. Your extensive walking tour of Ancient Rome begins with an in-depth visit to the Colosseum, where your guide recounts its rich history. Your guided tour continues with a stroll along the avenue of Imperial Fora for views of the remains of the Basilica of Maxentius and Trajan's Market. The afternoon is yours to explore more of the Italian capital before joining your Reflections of Italy tour. *Today breakfast will be included.*

Important Tour Extension Information:

The overall activity level of this extension is a level 3. This means walking and standing for longer periods of time (2-3 hours) isn't a big deal for you. You can navigate hills and uneven ground, climb into various modes of transportation (tuk-tuk, cable car, zodiac, etc.), and could possibly anticipate changes in elevation. Walking four miles over the course of a day is very doable as is climbing 3 flights of stairs. You can handle altitudes between 6,000 and 9,000 feet. You can expect some longer days balanced with free time. This level is not a fit for travelers that require mobility assistance devices.

Fully-guided extensions are a great way to explore a new destination. Enjoy sightseeing and local experiences led by a Tour Manager or local expert.

The space on this extension is limited and will be available on a first-come, first-served basis. Applicable charges may apply at time of request.

We reserve the right to cancel this extension if a minimum of 6 travelers is not met to operate.

To complete the morning walking tour of ancient Rome and the Colosseum visit, you must be able to walk and stand on your feet for a total of 3 hours. There is no seating available during the tour, not even at the Colosseum. Expect to be walking a minimum of 1.5 miles (2.4 kilometers) during the day and climbing up and down approximately 100 steps (100 inside the Colosseum). Even though we pre-book tickets for your group to enter the Colosseum, you must be prepared to stand in line for up to 15-30 minutes without shelter or seating. You will go through an airport-style security check. Once inside, you will have to climb 25 steps to gain access to the first level from which there is a view of the arena. Please note, these steps are about 20 inches tall (50 centimeters) and there are no handrails. There is a total of 100 of these tall steps to climb to the top level. While there is an elevator inside the site, its use is reserved for people with disabilities and therefore not accessible to our groups.

If you require any special assistance while on tour, please make us aware at time of reservation so the necessary request form can be sent to your attention.

The included activities are not suitable for travelers using motorized scooters, wheelchairs, walkers, or Zimmer-frames.

Some of the most unique sightseeing can mean accessing locations that restrict motor coaches, especially in historic areas such as Rome. Rome is paved in cobblestones with narrow sidewalks requiring extensive walking over uneven, often unpaved terrain. For your well-being, we recommend bringing well-broken-in walking shoes.

Single accommodations are limited and are available on a first-come, first-served basis. Single rate subject to change based on availability.

For air-inclusive reservations, the name provided at time of booking must match your government-issued ID that will be used during travel. Name changes are subject to penalties.

Air inclusive rate is valid for travelers who have purchased our air package for the full tour, depending on the air schedule selected. Rate may vary for those who have purchased their own air.

Prepaid tipping is not available on our tours therefore payment of customary end-of-trip gratuities for your Tour Manager, driver, local guides, hotel housekeepers, and cruise ship waitstaff should be handled individually when applicable during the course of your tour.

Tour Extension Travel Requirements:

Collette will provide all necessary information, updates, and supporting documents for your travel requirements, including visa and Electronic Travel Authorizations (ETAs), if required, approximately 60-90 days prior to your departure.



Special Needs Form

Please complete this form, sign and return it to us within 14 days of receipt.

Email: TravelOperations@collette.com

Fax: 401.727.4745

Mail: Collette: Travel Operations
180 Middle Street
Pawtucket, RI 02860

TRAVELERS NEEDING SPECIAL ASSISTANCE

You must report any disability requiring special attention to Collette at the time the reservation is made. *Collette will make reasonable efforts to accommodate the special needs of our participants. Such participants, however, should be aware that the Americans with Disabilities Act is inapplicable outside of the United States and facilities outside the United States for disabled individuals are limited. It is strongly recommended that persons requiring assistance be accompanied by a companion who is capable of and totally responsible for providing the assistance. Neither Collette nor its personnel, nor its suppliers, may physically lift or assist clients into transportation vehicles. If a traveler thinks he or she might need assistance during a trip, he or she should call Collette to determine what assistance might reasonably be given. Collette cannot provide special individual assistance to tour members with special needs for walking, dining, or other routine activities. Internationally, a great deal of walking may be necessary to fully enjoy the destination. Travelers should be in good health and must be able to walk reasonable distances. In some areas, travelers may be required to walk on uneven ground, cobblestone streets or raised thresholds.

****To request a wheelchair accessible room on a cruise, the traveler or person sharing the room must have a recognized disability that alters a major life function and requires the use of a mobility device and the use of the accessible features provided in the wheelchair accessible stateroom. The cruise company may take appropriate action against someone who has reserved or purchased such a stateroom fraudulently. Action may include but is not limited to removal from the stateroom to a non-accessible accommodation up to denial of boarding.***

Reservation # _____

Name: _____ Male or Female (circle one)

Are you traveling with a wheelchair? Yes No

If you answer "YES"

- Does your wheelchair collapse? Yes No
- Can you stand and climb steps to board the coach without it? Yes No
- Are you capable of lifting your own wheelchair? Yes No

If you are not capable of lifting your own wheelchair who will provide assistance?

This form cannot be processed without the dimensions of your wheelchair:

Height _____ Length _____ Width _____

Are you traveling with a walker? Yes No

If you answer "YES"

- Does your walker collapse? Yes No

This form cannot be processed without the dimensions of your walker:

Height _____ Length _____
Width _____

Tour Managers and drivers do not provide assistance lifting, pushing or carrying wheelchairs or walkers. Motorized scooters are not permitted on tour.

Are you requesting any hotel room accommodations? Yes No

If "YES" Please indicate if one or more of the following is required in the washroom.

- Walk-in shower Yes No
- Grab bars Yes No
- Raised toilet seat Yes No

Please provide any details in reference to the nature of your request.

Most hotel rooms that can accommodate the request will be equipped with only 1 bed.

Do you understand and accept? Yes No

Collette cannot guarantee the availability of such rooms as many hotels have a limited number of rooms that are equipped with the above accommodations.

Are you traveling with an oxygen tank? Yes No

If you answer “YES”

- You must contact the airline directly to arrange transportation of the oxygen on the plane. Oxygen requests vary by airline and location and can take up to 2 weeks to request.
- You are responsible for supplying your own electrical cords, and converters as needed.

This form must be remitted within 14 days of receipt for any special needs accommodation request.

Collette cannot provide special individual assistance to tour members with special needs for walking, dining, or other routine activities and motorized scooters are not permitted on tour.

The Americans with Disabilities Act only applies in the United States. Many international destinations cannot accommodate passengers’ requests. Collette will make all reasonable efforts to accommodate the special needs of tour participants, but we cannot guarantee that all requests will be honored on international destinations.

Collette also regrets that it cannot provide individual assistance to a tour member with special needs for walking, dining, or other special personal needs. It is strongly recommended that persons requiring assistance be accompanied by a companion who is capable and totally responsible for the assistance.

I have read and understand the above:

Signature: _____

Print Name: _____

Internal Use Only

Reason: _____

Tour: _____ Reservation # _____

TS/Group: _____

Tour Date: _____