

## **INDIVIDUAL PAYMENT SYSTEM**

Your group leader has elected to utilize Bob Rogers Travel's online Individual Payment System (IPS) to collect trip payments. Please read the following information to assist you in registering for this trip.

### **TRIP DETAILS**

Trip ID:	MI015500036	
Group Name:	Troy Athens High School – Orchestra and Choir	
Group Leader:	Ryan Quinn – Director	
Destination:	Chicago, IL	
Trip Dates:	May 24-25, 2018	

All package costs are based on projected participation and occupancy, and are subject to change.

Participant Type	Occupancy				
Student	\$469.00 (all students in Quad occupancy)				
	Quad	Triple	Double	Single	
Chaperone	\$469.00	\$499.00	\$529.00	\$649.00	

Payment Details	Due Date Amount Due	
Registration Deadline	October 20, 2017	
Deposit	October 27, 2017	\$100.00 per traveler
2 <sup>nd</sup> Payment	December 8, 2017	\$100.00 per traveler
3 <sup>rd</sup> Payment	January 19, 2018	\$100.00 per traveler
4 <sup>th</sup> Payment	March 2, 2018	\$100.00 per traveler
Final Payment	April 13, 2018	Remaining Balance

Payments must be made through the IPS system via VISA, MasterCard, DISCOVER Credit/Debit Card or VISA/Mastercard Reloadable Prepaid Card (available at your local financial institution) and will be automatically deducted from your selected card on the payment due dates.

All Gift Cards are not accepted.

# CANCELLATION POLICY

All cancellations must be in writing to Bob Rogers Travel. All money and fees paid prior to the individual cancellation (determined by the postmark or email date) are nonrefundable and nontransferable. No refunds or credits will be issued for a cancelled participant.







# INSTRUCTIONS FOR CREATING YOUR IPS ACCOUNT

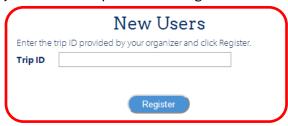
You will need the following items to be able to create your IPS Account.

- An active Credit /Debit/Reloadable Prepaid Card endorsed by Visa, MasterCard or Discover.
- An active email account.
- Your Trip ID.
- Internet access.

#### STEP 1:

- Go to **ips.bobrogerstravel.com** to begin the registration process.
- If you are new user to the IPS system, please enter in Trip ID #: MI015500036 to register.
- If you are a returning user, please enter in your E-mail and password to register.





## STEP 2:

- Complete all appropriate fields.
  - Password must be alpha & numeric with a minimum of eight characters and one upper case character.

#### STEP 3:

• Read and accept the following Travel Insurance Acknowledgement and Travel Agreement.

#### **STEP 4**:

- After all appropriate information has been supplied, an enrollment email will be sent to the provided address. All future notifications will come via email. (Check junk/spam folder if emails are not received.)
  - o If you need to **register additional travelers**, please login using your email and password, then click on the trip ID and select "Add a Traveler".
  - Return to *ips.bobrogerstravel.com* to review your account and update your payment information.

Thank you for choosing Bob Rogers Travel – we look forward to helping you create lasting memories!



