

USAG Rheinland-Pfalz Family and MWR Outdoor Recreation  
Community Family and Morale, Welfare and Recreation

**SPAIN - JULY 2025**  
**AIR TRAVEL REGISTRATION PACKAGE**

**Instructions:** This form must be filled out electronically by the customer and returned to Kaiserslautern Outdoor Recreation in person or by email to Kaiserslautern Outdoor Recreation **before payment can be processed.**

**Airlines will no longer accept hand written or illegible forms.**

Page 1 - **NOT REQUIRED IF PAYMENT WILL BE MADE IN FULL** - Payment Agreement

- A) Fill in **your name** in the first paragraph and signature blocks.
- B) Fill in the **number of spaces** requested.
- C) Unless you are making payment in full, **Leave Total price of The Trip and Deposit amount blank.** They will be filled in by ODR when you make your initial payment.
  - i) **If you are paying in full**, note the total price of the trip and leave the deposit amount blank.
  - a) This will be noted and the payment schedule and the section describing **non-refundable deposits will not apply to you.**
- D) Date and sign page 1.

Page 2 - **REQUIRED FOR ALL PASSENGERS** - Registration form

- A) Fill in each passenger's travel document information, which **must match your passport exactly.** Each entry is **mandatory for the first passenger.**
  - i) Last name, First name and Middle Name/Initial matching your passport
  - ii) Date of Birth (**MONTH IN LETTER FORMAT/Day/4 digit year**)
  - iii) Sex listed on your passport
  - iv) email address
    - a) At least **one valid email address** is required. You may include additional email addresses on lower entries
  - v) Cell phone number
    - a) At least **one valid cell phone number** is required. DSN or landline phone numbers may be entered on lower entries

B) Each passenger, regardless of age, requires their own entry in the form.

C) This form will be submitted to the airline for ticketing. Any name change fees caused by incorrect entries onto this form **will be the responsibility of the customer and must be settled at the airport before your boarding pass will be issued.** Hand written forms **will no longer be accepted by the airline or vendor.**

Scan the signed and completed form and email it to [marcus.j.philipp.naf@army.mil](mailto:marcus.j.philipp.naf@army.mil) and [wayne.e.doornbos.naf@army.mil](mailto:wayne.e.doornbos.naf@army.mil) or print and hand deliver it to Outdoor Recreation, Pulaski Barracks, bldg. 2905 during normal business hours.

Cc: a copy to [jason.c.proctor2.naf@army.mil](mailto:jason.c.proctor2.naf@army.mil)

When your form is received by ODR, you will be contacted for payment.



USAG Rheinland-Pfalz Family and MWR Outdoor Recreation  
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## PAYMENT AGREEMENT

This Agreement, (hereafter referred to as the "Agreement") is made and entered into by and between the USAG Rheinland-Pfalz Outdoor Recreation Division, a section of Community Family and Morale, Welfare and Recreation Fund (hereafter referred to as Outdoor Recreation) and \_\_\_\_\_ (hereafter referred to as "Customer").

Outdoor Recreation agrees to accept payments for \_\_\_\_\_ spaces on Spain - July 2025  
(hereafter referred to as "The Trip" from Customer. Total price of The Trip is \$\_\_\_\_\_.

In exchange for the privilege of making payments on the trip, Customer agrees to make a non-refundable deposit in the amount of \$\_\_\_\_\_ ( 50% of total trip price). Customer agrees that this deposit shall be forfeited in the event of a customer initiated cancellation for any reason. In the event of real-world or military necessity, Outdoor Recreation reserves the right to consider granting the customer a partial refund of their deposit, after all 3<sup>rd</sup> party cancellation fees are paid.

**3rd Party Cancellation Fees:** Certain fees are charged by 3<sup>rd</sup> parties in the event of a cancellation after the trip departure has been confirmed by Outdoor Recreation. Examples include but are not limited to name change fees assessed by airlines after ticketing has occurred and cancellation fees by hotels or other vendors. Customer agrees that these fees will be deducted from any refund issued by Outdoor Recreation regardless of the reason for customer cancellation, including military necessity or deployment.

**Travel Insurance:** Due to the non-refundable nature of 3<sup>rd</sup> party fees, Outdoor Recreation advises customer to purchase travel insurance from a licensed provider such as ADAC or USAA.

**Payment Schedule.:** This agreement is entered into with a non-refundable deposit by Customer against the total price of The Trip. Customer agrees to make scheduled payments applied to the remaining balance due.

- 50% of total trip price shall be paid upon registration
- 75% of total trip price shall be paid not later than Tuesday, April 1
- 100% of total trip price shall be paid not later than Thursday, April 24

**Cancellation Fees.** In the event of cancellation initiated by Customer, or failure by Customer to make timely payments as scheduled, Outdoor Recreation reserves the right to pro-actively cancel Customer's reservation and assess the following cancellation fees. Cancellation of The Trip in its entirety by Outdoor Recreation shall be fully refundable.

- **10% cancellation fee for all cancellations made on or prior to Thursday, April 24**
- **55% cancellation fee for all cancellations made on or after Friday, April 25**
- **75% cancellation fee for all cancellations made on or after Monday, June 2**
- **85% cancellation fee for all cancellations made on or after Wednesday, June 11**
- **95% cancellation fee for all cancellations made on or after Wednesday, June 18**
- **100% cancellation fee for all cancellations made on or after Wednesday, June 25**

- **In the event that a customer cancellation results in a fee charged to Outdoor Recreation, regardless of the date of or reason for that cancellation, the total sum of those fees will be charged to the customer.**

**Entire Agreement.** This Agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This Agreement may not be amended, altered, modified or changed except by a written addendum signed by all parties hereto.

**IN WITNESS WHEREOF,** the parties hereto have caused this Agreement to be executed this day of \_\_\_\_\_, 20\_\_\_\_\_.

Customer Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

THIS FORM MUST BE TYPED OR DIGITALLY FILLED.

ENTER YOUR INFORMATION EXACTLY AS IT APPEARS ON YOUR PASSPORT.

DO NOT USE NUMBERS TO REPRESENT THE MONTH OF BIRTH.

DO NOT INCLUDE YOUR SSN, PLACE OF BIRTH OR ANY OTHER NON-REQUESTED PII

DO NOT REMOVE THE REDACTED AREAS OF THE FORM.

1. Name Last		USE BLOCK CAPITAL LETTERS	
First	Middle		
2. Date of Birth (mm/dd/yyyy)		3. Sex	Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)
		M F	
Month, Day, Year		6. Email Address (e.g., my_email@domain.com)	7. Primary Contact Phone Number

Passenger 2 information

1. Name Last		DO NOT ABBREVIATE BIRTH MONTH TO NUMBERS	
First	Middle		
2. Date of Birth (mm/dd/yyyy)		3. Sex	Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)
		M F	
Month, Day, Year		6. Email Address (e.g., my_email@domain.com)	7. Primary Contact Phone Number

Passenger 3 information

1. Name Last		USE BLOCK CAPITAL LETTERS	
First	Middle		
2. Date of Birth (mm/dd/yyyy)		3. Sex	Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)
		M F	
Month, Day, Year		6. Email Address (e.g., my_email@domain.com)	7. Primary Contact Phone Number

Passenger 4 information

1. Name Last		DO NOT ABBREVIATE BIRTH MONTH TO NUMBERS	
First	Middle		
2. Date of Birth (mm/dd/yyyy)		3. Sex	Birthdate must be MMM/DD/YYYY format. (i.e. JAN/01/1999)
		M F	
Month, Day, Year		6. Email Address (e.g., my_email@domain.com)	7. Primary Contact Phone Number