

# GROUP BLOCK REQUESTS

## NEW GROUP BLOCK REQUEST FORM

Fox Portal  Group Travel

- Group Block Services
  - Submit
- Fill in group details
  - Submit

Service Type

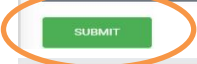
Group Air Services  **Group Block Services**

**Group Air Services:**  
 Custom Booking Solution (CBS): A booking product that may be requested for 20 or more travelers, allowing each traveler to book their tickets individually, while adhering to a custom policy. Typically utilized for travel coordinators who handle complex travel within a defined start and end date (maximum duration of one year). Examples include graduate school recruiting events, board meetings, conference travel, etc.

- CBS requires a standard set-up fee of \$120 when establishing each new group.
- Note that the CBS request form is general in nature, and not UW-specific. For guidance completing the request form, please reference the UW CBS Job Aid. The travel coordinator will complete the request form to the best of their ability. The more information that is provided, the better the Fox World Travel agents can assist the UW travelers. Any questions the travel coordinator has will be addressed when the Fox World Travel representative reaches out to establish the group.
- A Fox World Travel representative will contact the travel coordinator within 10 business days of request form submission. They will review the request form and any questions the travel coordinator has, discuss set-up, and obtain the credit card for the set-up fee.
- Standard domestic and international agent fees will apply when each airline ticket is issued.
- CBS groups may not be open indefinitely, usually groups are open until the end date of an event, but they may never be open for longer than a year.

Please consider using the One-Time Individual Booking Request Form (link to UW OTIBRF job aid). This will immediately create a booking request and avoid CBS set-up fees. Typically utilized for travel coordinators who are requesting a one-off reservation, or a low volume of reservations over time. The traveler will work with the travel agency directly to book based on the parameters of the individual request. Examples include guest speaker travel, interviewee travel, individual student travel, etc.

**Group Block Services:** A Group Block refers to the reservation of 10 or more tickets with a specific airline through a special contract. This arrangement ensures that all travelers are booked on the same flights for their round trip, and a single form of payment is used for all tickets. Group Blocks are typically utilized for group travel when all attendees are flying the same route. The Group Leader will provide the final ticketing requirements to Fox.



**Block - Create**

Program Name <input type="text"/>	Program Departure Airports (in order of preference) <input type="text"/>	Program Destination Airports (in order of preference) <input type="text"/>
Program Travel Departure Date <input type="text"/>	Program Travel Return Date <input type="text"/>	Other Services: <input type="checkbox"/> Hotel Accommodations <input type="checkbox"/> Ground Transportation <input type="checkbox"/> Meeting Space <input type="checkbox"/> Other
Total Number of Travelers <input type="text"/>	Travel Day Departure or Arrival Considerations <b>?</b> <input type="text"/>	
Group Travel Departure Time <input type="text"/>	Travel Day Return Considerations <b>?</b> <input type="text"/>	
Group Travel Return Time <input type="text"/>	Do you have a specific schedule/carter in mind? <input type="text"/>	Do you anticipate any attendees traveling outside of program dates? <input type="text"/>
Which is most important to your group? <input type="radio"/> Price <input type="radio"/> Schedule		
Additional Travel Details/comments: <input type="text"/>		

**CONTINUE TO NEXT STEPS**

- Step 1
  - Person filling out form will be the contact
    - Will need to add phone number
  - Add back up contact
- Step 2
  - Add reportable remarks (required by UW)
- Submit request

Your group is not submitted until "Submit Request" has been selected. Please complete each step prior to submitting. Steps in Yellow are incomplete. Steps in Green are complete.

Block Name ↑	Program Start Date ↑	Program End Date ↑	Forms	Created At ↑	Actions	Status ↑
Test	2024-07-29	2024-08-02	<div style="display: flex; gap: 10px;"> <div style="background-color: #28a745; color: white; padding: 5px; border-radius: 5px;">Step 1: Add Additional Contacts (1)</div> <div style="background-color: #ffc107; color: white; padding: 5px; border-radius: 5px;">Step 2: Add Reportable Remarks</div> </div>	2024-06-25 3:11 pm	<div style="display: flex; gap: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px;">SUBMIT REQUEST</div> <div style="background-color: #dc3545; color: white; padding: 5px; border-radius: 5px;">DELETE</div> </div>	created

« Previous 1 Next »

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Cont

Step 1

CONTINUE TO NEXT STEPS

CREATE CONTACT

Contact Name	Email	Created At	Actions
Chasity Schlimm	cschlimm@foxworldtravel.com	2024-06-25 3:11 pm	<div style="display: flex; gap: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px;">EDIT</div> <div style="background-color: #dc3545; color: white; padding: 5px; border-radius: 5px;">DELETE</div> </div>

- Fox Group Block Specialist will be in contact with in 48 hours to verify details and collect air sourcing fee of \$205 per group.
  - Paid deposit prior to sourcing occurring. Deposit will be applied against ticketing fees if group moves to ticketing stage.
  - Deposit will also be refunded after the group tickets are issued and ticketing fees are paid to Fox. If the group does not fulfill the block contract (i.e. issue tickets), the deposit is non-refundable.
- Non-air (i.e. hotel and ground sourcing) = \$100 per group non-refundable deposit paid prior to sourcing occurring.
- Both group air and non-air sourcing quotes are active for 45 days. If there re-sourcing process is needed, it will be considered a new group, and new fees apply. Where sourcing requires 30-days activity for air and non-air sourcing, 30-days will be honored/required and apply.
- Vendor quotes response time
  - Minimum of 3 quotes per type of service, ie: air, hotel or ground transportation
  - 48 hours for domestic, 72 hours for Interntional
  - Team will communication if delayed response from vendor, giving an estimate of when to expect quotes.