



# BOOKING & ADVISORY SERVICES

## Terms and Conditions

2023

# SUMMARY

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1. References to "us", "we" and/or "our" in these Booking & Advisory Services Terms and Conditions means Travel & Sports Australia (TASA) trading as Travel & Sports Australia Pty Ltd.
2. We are a travel agent. We arrange travel services and sell a Travel Product on behalf of Third-Party Travel Providers (Providers) including airlines, tour and cruise operators, car hirers and accommodation providers. We charge a service fee for providing this service.
3. Once we have booked a Travel Product on your behalf, your contract is then with the Provider of those services.
4. Your rights to amend or cancel your Travel Booking and the cost of doing so will be governed by the Provider's terms and conditions. The Provider's terms and conditions may be non-refundable or may have amendment and cancellation fees. It is important that you understand this when entering into a contract with us. These fees are in addition to amendment and cancellation fees charged by us, outlined in the Schedule of Professional Service Fees.

## AGENCY

5. We provide you with Booking & Advisory Services that allow you to acquire Travel Products from a Provider. We act as agent for the Provider.
6. By acquiring Booking & Advisory Services from us, you agree that you have read and understood our terms and conditions and the terms and conditions of the Providers.

## FEES AND COMMISSIONS

7. We charge a fee for providing the Booking & Advisory Services to you. The fee is non-refundable, even if the Travel Product is not used.
8. All fees are outlined in the Schedule of Professional Service Fees.
9. TASA receives a commission on sales and bookings with Providers as income – this ranges from 1% to 15% of the price paid by you to the Provider and is paid to us by the Provider at time of your final payment. TASA gets paid an income to book travel arrangements, regardless of whether those travel arrangements are later cancelled or do not occur. Commissions paid to TASA are not refundable should you or the Provider cancel your arrangements, including because of circumstances beyond your or the Provider's control (see Force Majeure clause below).

## LIABILITY OF AGENCY AND LIMITATIONS OF LIABILITY

10. We are liable to you for providing Booking & Advisory Services in accordance with these terms and conditions.
11. Our travel Booking & Advisory Services come with guarantees under the Australian Consumer Law which cannot be excluded. These guarantees include that the services:
  - a. will be provided with due care and skill;
  - b. will be reasonably fit for the specified purpose;
  - c. can reasonably be expected to achieve the desired result; and
  - d. will be provided within a reasonable time.
12. If we do not meet any of the expectations set out in paragraph 11, you have rights under the Australian Consumer Law.
13. Subject to the Australian Consumer Law, we are not liable for any technical errors, corruption of any data, unauthorised access to your personal data, inaccuracies in information supplied by you or third parties, or failure to complete bookings when that failure is due to circumstances beyond our control.

14. Subject to the application of consumer guarantees which may be implied into the supply of Booking & Advisory Services to you, we are not otherwise liable to you or anyone else for any loss or damage which is suffered directly or indirectly in connection with the:
  - a. the delivery or non-delivery of the Travel Product; or
  - b. any act or omission of Providers or other third parties.
15. Apart from the rights you have under the Trade Practices Act that cannot be lawfully excluded, we shall not be liable for any inconvenience, delay, loss, death, injury or damage to you or your belongings or otherwise caused directly or indirectly by the acts, omissions or default, whether negligent or otherwise, of third party suppliers, force majeure or any other event which is beyond our control.
16. Nothing in these terms and conditions is intended to exclude or restrict the application of consumer guarantees under consumer protection law.

## **LIABILITY OF THE PROVIDER**

17. Once you have acquired Booking & Advisory Services from us, the Provider will provide you with the Travel Product on the terms and conditions agreed between you and the Provider. You should obtain and read the Provider's terms and conditions before acquiring Booking & Advisory Services from us.
18. The Provider is liable to you for a breach of obligations in providing you with the Travel Product.
19. As an agent of the Provider, we have no control over or liability for, the services provided by Providers. We cannot guarantee the performance of the Provider and we have no liability in respect of the supply of any Travel Products including any liability in contract, tort or otherwise, for any injury, damage, loss, delay, additional expense or inconvenience caused directly or indirectly by any provider of travel services or products by Providers. All bookings with us are subject to the terms and conditions and limitations of liability imposed by the Provider.

## **BOOKING TERMS**

20. The Travel Products offered are subject to availability and can be withdrawn without notice by the Provider. Travel Products may also change at any time in accordance with the Providers terms and conditions.
21. When making a booking, you must provide details of each traveller correctly. We have no responsibility for any loss or damage arising from the incorrect entry of a traveller's details. It is your responsibility to ensure that all details of the booking are correct before proceeding.
22. Verbal quotes are only an estimate of the package price and may differ at the time of booking confirmation.
23. Travel Products obtained through the Booking & Advisory Services are not guaranteed until payment has been made in full and documents have been processed.
24. It is your responsibility to contact the Provider prior to departure to ensure there is no change to the scheduled departure time.
25. Most airlines offer only electronic confirmation of your reservation, or 'e-ticketing'. We cannot be held responsible if your e-ticket does not arrive due to an incorrect email address or your junk email settings. You must notify us immediately if you change your email address or contact telephone number after making a booking. It is your responsibility to advise us if you have not received your e-ticket confirmation.
26. Most event tickets may not, without written authorisation of the event promoter, be resold, or offered for resale at a premium or used for advertising, promotion, or other commercial purposes. If the ticket is sold in breach of the event promoter's conditions, the ticket will be void and will not entitle the holder to admission to the event.
27. Event tickets cannot be refunded or exchanged under any circumstances after purchase.
28. If you make your own arrangements for part of your travel, Travel & Sports Australia will not be responsible for any loss resulting from cancellation, changes in date/gateways/itineraries or travel dates. We recommend that you do not purchase airline tickets with high penalties or non-refundable components in case amendments are required.

29. Travel & Sports Australia may recommend or suggest a particular operator/other third parties which will assist with your optional activities, excursions, functions, conferences, flights, accommodation and transfers however your contract for such services will be with the organiser or operator of that service and will be subject to its Terms & Conditions which may contain exclusions or limitations of liability. Travel & Sports Australia has no liability for any such optional activity, excursion, function or conference or for any act(s) or omission(s) of the organiser or operator or for any of its employees or agents or any other person(s) connection with these.
30. When making a booking you must advise your consultant of any medical, dietary or mobility conditions you may have.
31. When making a booking you must advise us if you are pregnant.

## **PAYMENT TERMS**

32. All pricing is reflected in Australian Dollars unless otherwise specified. Prices are quoted in Australian Dollars (unless advised otherwise) and are subject to change without notice to unforeseen circumstances - Including but not limited to, foreign exchange fluctuations, airline fuel surcharges, increase in airline operating costs, third party suppliers increasing costs etc. These shall be the responsibility of the traveller / client prior to final payment. Travel & Sports Australia will cover these additional charges if the traveller has paid in full for their package.
33. All pricing is inclusive of goods and services tax (GST), or other such value added taxes where applicable.
34. Payments processed in foreign currency (currency other than the original card holder's country of issue), may incur a currency conversion fee. Please refer to your financial institution for applicable fees.
35. We sell Travel Products in two different ways:
  - a. as merchant, where we take payment directly from you at the time of booking confirmation; or
  - b. as retail, where your Travel Product will either be paid to the Provider directly at the time of booking or payable to the Provider on the date of travel.
36. Travel Products purchased in accordance with the 'retail' method, will not be bound by these terms and conditions and you are responsible for pursuing any claims of cancellation, re-scheduling, refunds, or chargebacks directly with the merchant.
37. As the merchant we are governed by the terms and conditions of the provider of the merchant facility.
38. A credit card or debit card fee may also be charged by certain Providers and low-cost carriers. You will be notified of such charges prior to your purchase
39. All charges, including the credit card fees, may be in another currency (e.g. EUR), which we will provide an estimate for in Australian dollars.
40. Prices are valid at time of quoting / booking are subject to change without prior notice until final payment is received.
41. If payments are not received by the due date, your booking/s will be cancelled, and your deposit/payments will not be refunded.

## **REFUNDS AND CREDITS**

42. If you cancel your Travel Product, your right to a refund or credit is subject to the terms and conditions of the Provider.
43. If the Provider is required to provide you with a refund or credit for the Travel Product, we will liaise with the Provider to arrange that refund. Where you are entitled to a refund, we are unable to provide you with this refund until we receive it from the Provider. Please note that most Providers take 60 – 90 days to process any refund. However, a provider might take longer which is outside control of TASA. We cannot provide refunds until a provider has refunded to us if applicable.
44. Any refund or credit will be subject to these terms and conditions and will not include the Booking & Service Advisory fee, credit card fees or any commissions received. You may also be charged a cancellation fee by the Provider.

45. Where refunds for unused services are allowed, a service fee may be charged by the Provider against the value of the refund.
46. The deposit associated with any individual or group-booking package is non-refundable.

#### **NO SHOW**

47. If you have a booking for a Travel Product (including flights and accommodation) but you do not show up to check-in or otherwise do not avail yourself of such Travel Product, you will not be entitled to any refund from us.

#### **CANCELLATION AND AMENDMENTS**

48. If you amend or cancel your Travel Product, we reserve the right to charge the cancellation and amendment fees as per the Schedule of Professional Service Fees.
49. All cancellations must be made in writing and will not be effective until Travel & Sports Australia (TASA) receive this written notification. You will receive a cancellation invoice /letter from us acknowledging your receipt of cancellation.
50. The Provider may charge cancellation and amendment fees in accordance with the terms and conditions agreed between you and the Provider. These will be in addition to the fees charged by us. We are not liable for any cancellation fees or refusals to refund made by the Provider.
51. When making amendments from third party operators – such as Airlines, Hotels, Tour Operators, Function bookings etc, Travel & Sport Australia will be guided by the terms and conditions as specified by the individual third-party operator.
52. Many Providers treat name changes and route and/or itinerary alterations as a full cancellation and these can incur full cancellation charges.
53. Some packages do not allow name changes or transfers. Please check with one of our staff if your package allows name changes or can be transferred to a new passenger.
54. We will not charge a cancellation or amendment fee if you cancel or amend your booking due to a breach by us of our obligations to you or due to our fault.
55. In the event of cancellation or postponement of an event (by the event promoter) of a certain event due to unforeseen circumstances, Travel & Sports Australia will not be responsible for the cancellation of the event, nor can Travel & Sports Australia guarantee a full refund. Travel insurance is recommended to cover for such loss.
56. TASA or its third party reserves the right at any time to refuse to carry or accommodate any client which it reasonably considers, in the best interests of all participants in the tour to be unsuitable by reason of physical or mental condition or unruly behaviour.
57. TASA reserve the right to cancel tours at any time prior to departure date in which case any deposit of other payments made on account of the tour shall be refunded to the client subject to TASA receiving refunds from third party providers i.e. accommodation, meals, tickets.
58. Cancellation fees will be determined by the cancellation policies of the individual third-party suppliers that have been utilised to put together your entire group package. Supplier fees can be up to 100% of the cost of the booking, regardless of whether travel has commenced. Where we incur any liability from a supplier cancellation fee for any booking you change/ cancel, you agree to indemnify us for that fee. Any residual refund originating from a cancelled booking will only be made once all supplier and cancellation fees have been recovered.

#### **CANCELLATIONS AND AMENDMENTS FOR ONLINE LOW-COST CARRIER BOOKINGS ONLY**

59. If your flight booking is with a Low-Cost Carrier, you can only cancel or change your booking by contacting the Provider directly.

## CANCELLATIONS AND AMENDMENTS FOR HOTEL BOOKINGS ONLY

60. Please review the cancellation policy for your hotel booking for any penalties that may apply.

### COVID-19 (Coronavirus)

61. You are choosing to travel at a time where you may be exposed to the Coronavirus. It is your responsibility to ensure you have read and understand all relevant travel information including health.
62. We endeavour to provide the most accurate and up to date travel information at time of booking on travel restrictions and transit points for countries and areas you may be travelling to and via, however, this information is subject to government change and is the travellers' responsibility to continue to monitor any changes that are relevant to their itinerary before and during travel.
63. Should future travel mandates from suppliers and governments require compulsory vaccinations, vary the minimum age, special exemption criteria and/or PCA testing it is the traveller's responsibility to meet this requirement. Please note you may be required to provide a negative COVID test result for travel and some countries may require further testing on arrival.
64. You acknowledge that your decision to travel is made based on your own understanding of this information, and you acknowledge and agree that you are aware of, and assume responsibility for, the risks associated with traveling at this time.
65. To the fullest extent permitted by law, we accept no liability in relation to these additional risks.

## FORCE MAJEURE

66. We will not be liable for any failure or delay in performing our obligations in booking the Travel Product that is due to events beyond our control.
67. If a force majeure event occurs that affects your booking, your entitlement to a refund, a credit or re-scheduled travel booking will depend on the Provider's terms and conditions.
68. If your booking is impacted by a force majeure event and you are entitled to a refund or credit from the Provider, we will facilitate this refund or credit.
69. The Booking & Service Advisory fee, credit card fees or any commissions received are non-refundable in the circumstance that a force majeure event occurs.
70. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, outbreaks of infectious disease or any other public health crisis, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.
71. If a force majeure applies, the customer will be bound by the suppliers Terms and Conditions.

## TRAVEL INSURANCE

72. TASA recommends that you take out a travel insurance policy at the time you pay for your travel. You should ensure that such insurance will protect you against medical expenses arising from sickness or injury during your

travel and protect you against loss or damage to your belongings. The Department of Foreign Affairs & Trade also strongly recommend you take out travel insurance.

73. You should be aware that travel insurance will not cover all costs, expenses and losses in relation to cancellation of travel, medical assistance and other events covered by the travel insurance policy. You should read the exclusions on the insurance policy carefully and consider the risk inherent in travel.
74. Some countries might require a compulsory travel insurance for all travellers before entering their borders. Please check your travel insurance obligations related to your transit and final destinations.

### **LOW COST FLIGHTS**

75. If you book a low-cost flight with us, we will make the booking on your behalf and your contract for your low-cost flight will also be subject to the airline's booking terms and conditions.
76. It is your responsibility to ensure that all details of the booking are correct before proceeding. For any changes or cancellations, please contact the airline directly, quoting your reference.

### **ADDITIONAL AIRLINE CHARGES**

77. Some Providers may also charge additional fees. Please check with the Provider for their full terms and conditions.

### **HOTEL/ACCOMMODATION BOOKINGS**

78. Some Providers will require an additional charge to be paid locally (e.g. a resort fee) at the time of check in or check out. This amount is in addition to the amount shown during the booking process under the 'total booking cost' amount.
79. There may be taxes levied abroad but not paid at the point of purchase that are payable in relation to your hotel booking (e.g. local taxes, sales tax etc.). Any local taxes will be payable by you directly to the Provider at the time of check in/check out.

### **OTHER PROVIDERS – AIRLINES, HOTELS AND TOURS COVID POLICIES**

80. Please refer to the Booking, Refund and Cancellation policies at the time of cancellation of each individual service provider involved in your package. Each third party supplier have different policies and you understand and agree that it is your responsibility to review their individual refund obligations to you.

### **CHANGES IN PRICE AND ITINERARIES**

81. We reserve the right to cancel your booking in the event we have reasonable grounds to believe it is fraudulent.
82. If a Provider changes any part of your booking for reasons beyond its control, we will use our reasonable endeavours to notify you. If any such changes result in your Travel Product costing more or otherwise being materially different, then you may cancel the Travel Product. Any refund would be subject to the Travel Provider terms and conditions.
83. These terms and conditions are subject to variation at any time. Any variation will be displayed here, and you will be deemed to have accepted a variation if you have made a booking after it has been displayed.

## YOUR OBLIGATIONS AND WARRANTIES

84. You warrant to us that:

- a. you have read our Terms and Conditions;
- b. You have read the Terms and Conditions of any suppliers or third-party service providers and agree to be bound by those.
- c. you are at least 18 years old and have the power, capacity, and authority to enter into a binding contract with us and with the Providers of the Travel Products that you acquire;
- d. you have read and understood these terms and conditions and if booking on behalf of third parties, you have conveyed these terms and conditions to them;
- e. the information you provide us about yourself is true, accurate, current, and complete (apart from any optional items) as required by any registration process;
- f. you have considered acquiring comprehensive travel insurance and we are not responsible for any failure by you to acquire adequate insurance cover; and
- g. you will use the Booking & Advisory Services in accordance with these terms and conditions and you will not use the Booking & Advisory Services in any way to breach any laws or defame anyone.
- h. you are responsible for checking the accuracy of all documents provided to you;
- i. you are responsible for contacting the airline at least seventy-two (72) hours prior to travel.
- j. you warrant and acknowledge that you have accessed the Smart traveller website for any specific enquiries in relation to your intended destination

## JURISDICTION AND LAW

All matters arising out of or in connection with the Booking & Advisory Services and these terms and conditions are governed by the laws of Western Australia, Australia. By acquiring the Booking & Advisory Services, you consent and submit to the exclusive jurisdiction of the laws of Western Australia, Australia.

## DEFINITIONS

"We" and "us" means Travel and Sports Australia (TASA) trading as Travel & Sports Australia Pty Ltd.

"You" or "your" means any user of our Website or any person who acquires the Booking & Advisory Services, including any person who acquires a Travel Product (whether or not the Booking & Advisory Services were acquired by another person).

"Booking & Advisory Services" means services provided by us to you in assisting you to acquire a Travel Product from a Provider and includes advisory and consulting services.

"Force Majeure" means, but not limited to: acts of God, accident, riot, war, terrorist act, epidemic, pandemic, quarantine, outbreaks of infectious disease or any other public health crisis, civil commotion, breakdown of communication facilities, natural catastrophes, adverse weather conditions, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion and generalised lack of availability of raw materials or energy.

"Travel Provider" or "Provider" or "Providers" means the company or person who provides you with the Travel Product on terms and conditions agreed with you.

"Travel Product" means the service or product provided by a Provider, for example, an airline or a hotel.

"Website" means our website [www.tasa.com.au](http://www.tasa.com.au) or [www.travelandsports.com.au](http://www.travelandsports.com.au)



## SCHEDULE OF PROFESSIONAL SERVICE FEES

<b>TASA Service Fees</b>	Domestic airfare per person	\$99.00
	International airfare per person	\$110.00
	Domestic business class/premium economy airfare per person	\$110.00
	International business class/premium economy airfare per person	\$250.00
	Individual domestic Coach/Rail/Accommodation/Car Hire bookings per person	\$65.00/component
	Individual international Coach/Rail/Accommodation/Car Hire bookings per person	POA
	Other Concierge Travel Services per person	POA
	Domestic Frequent Flyer redemption per person	\$250.00
	International Frequent Flyer redemption per person	\$500.00
	Visa Processing fee per consulate	POA
	After hours consulting fee	\$99.00/per hour
	Travel Insurance Claim per policy if policy has not been purchased with TASA	\$250.00
	TASA Name Change Fee* if change is permitted by suppliers – additional to suppliers fees	\$99.00
<b>Planning/ Consultation Fee</b>	A consultation fee will be charged for planning and delivering a written customised itinerary. This fee (from \$250) will be communicated to you and will be payable prior to commencement of planning.	
<b>TASA Reservation Deposit</b>	For all bookings, a minimum deposit payment of \$200.00 per person is required at time of booking. This deposit is non-refundable and non-transferrable. This fee is in addition to Travel Provider deposits. The balance of your booking is due by the due date outlined on your statement of account.	
<b>Amendment/Deviation Fees</b>	Changes to Domestic airfare/package, tour, cruise, or rail bookings will incur a fee of \$99.00 per passenger per booking in addition to Provider and credit card fees.	
	Changes to International airfare/package, tour, cruise, or rail bookings will incur a fee of \$150.00 per passenger per booking in addition to Provider and credit card fees.	
<b>TASA Cancellation Fees</b>	Cancellations to Domestic airfare bookings will incur a fee of \$99.00 per person in addition to Provider, TASA fees and commission applicable (refer to Fees and Commission section above) and credit card fees.	
	Cancellations to Domestic package, tour, cruise, or rail bookings will incur a fee of \$165.00 per passenger per booking in addition to Provider, TASA fees and commission applicable (refer to Fees and Commission section above) and credit card fees.	
	Cancellations to International airfare bookings will incur a fee of \$165.00 per person in addition to Provider, TASA fees and commission applicable (refer to Fees and Commission section above) and credit card fees.	
	Cancellations to International package, tour, cruise, or rail bookings will incur a fee of \$250.00 per passenger per booking in addition to Provider, TASA fees and commission applicable (refer to Fees and Commission section above) and credit card fees.	
<b>Credit Card Fees</b>	The Credit card fee will depend on the product purchased and if TASA or the Travel Provider are the merchant. Should the Provider be the merchant of the transaction, you will be subject to their fees / charges for credit card. Should TASA be the merchant, our credit card fees are listed below. TASA will advise clients of the fees applicable at time of payment to allow clients to decide whether to use a credit card or not.	
<b>TASA Credit Card Fees</b>	Refer to the following TravelPay link - <a href="https://pay.travelpay.com.au/TASAUST">https://pay.travelpay.com.au/TASAUST</a>	

- All fees include GST where applicable
- All TASA service fees, amendment fees and credit card fees are Non-Refundable in the event of Cancellation
- All fees are in addition to fees charged by the Provider

## OTHER PROVIDERS – AIRLINES, HOTELS AND TOURS COVID POLICIES

Please refer to the Booking, Refund and Cancellation policies at the time of cancellation of each individual service provider involved in your package. Each third party supplier have different policies and you understand and agree that it is your responsibility to review their individual refund obligations to you.

## PRIVACY NOTICE

Travel & Sports Australia (TASA) and its associated entities collects your personal information to enable us to respond to your queries and provide you with the Booking & Advisory Services, including assisting in arrangements with Providers (such as hotels and flights).

We will also use your personal information to personalise the service we provide you, including your experience on our, and other, websites, and to provide you with information about our, and our partners', business, products and services. Your personal information may be shared between entities within Travel & Sports Australia and disclosed to suppliers, Providers, our cloud infrastructure, our contractors and to others where authorised or required by law. Some of these entities may be located overseas, including in the countries noted in our privacy policy.

For further information about how we handle your personal information, including how you can request to access and correct your personal information or complain about a breach of your privacy, please see our privacy policy at [www.travelandsports.com.au/wp-content/uploads/2020/10/2020-website-policy.pdf](http://www.travelandsports.com.au/wp-content/uploads/2020/10/2020-website-policy.pdf)

By signing up for our newsletter, alerts, offers or updates, you confirm you have read and understood our privacy notice for this service and you consent to Travel & Sports Australia Pty Ltd sending you marketing material, including via electronic messages relating to our and our partners' products and services that may be of interest to you.

I consent to Travel & Sports Australia and its associated entities sending me marketing material, including via electronic messages, relating to their and their partners' products and services that may be of interest to me, and Travel & Sports Australia disclosing my personal information to their suppliers and associated business partners for this purpose.

**I agree that I have read and understand the Travel & Sports Australia terms and conditions in relation to my booking. By providing payment I acknowledge that I am bound by these conditions on behalf of all travelling person/s.**

**Client Signature:** .....

**Client Name:** .....

**Date:** .....

**For bookings received by email and where you are unable to sign – please reply “I agree YES to all booking terms and conditions and my itinerary is correct. I acknowledge that I am bound by these conditions on behalf of all travelling person/s”.**

These tips set out below are NOT legally binding terms and conditions.

## PASSPORTS, VISAS AND HEALTH REQUIREMENTS

It is your responsibility to ensure that you have the required documents, including visas and passports, before travelling to a destination. For more information please log on to [www.dfat.gov.au](http://www.dfat.gov.au) and [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au). Please check with the respective Embassy or Consulate of each country that you are travelling to, as many destinations require visas for both Australians and non-Australian passport holders. For more information, log on to [www.visalink.com.au](http://www.visalink.com.au). You need to ensure that you have at least 6 months validity on your passport from the date of your departure return. When assisting clients with international booking requests, we will assume that the traveller possesses a valid Australian passport, it is up to the traveller to advise us if this is not the case.

It is your responsibility to ensure that you and your travelling party have a machine-readable passport, and appropriate visas and documents as mentioned above, in relation to the passport they hold for the entire duration of their trip and that requirements of immigration and other government authorities are met. Any fines, penalties or expenses that are derived from not meeting these requirements will be your responsibility (except to the extent caused by error/fault on our behalf). We are happy to offer guidance for this upon request, service fees will apply.

E-tickets require all guests to present photographic identification at check-in. If travelling internationally, passengers must travel with their passport, appropriate visas and valid permits if required.

Check in requirements are different for each carrier and change frequently. Please ensure you have checked these requirements for your travel arrangements. The airline/ship has the right to refuse boarding to passengers who do not check-in within the required check-in period. We do not hold any liability for failure to board your aircraft/vessel as per the recommended times.

For International travellers booked on flights to the USA, including Hawaii, it is now mandatory, under the Visa Waiver Program to receive an electronic authorisation known as ESTA (Electronic System for Travel Authorisation) no less than 72 hours before travel to the USA. This can be obtained from the following website: <https://esta.cbp.dhs.gov/esta/>

For international travellers booked on flights to Canada, you either need a visitor visa or an Electronic Travel Authorization (eTA) to fly to, or transit through, a Canadian airport. An eTA can be obtained from the following website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>

It is your responsibility to ensure that you are aware of any health requirements for your travel destinations. Vaccinations are strongly recommended for certain destinations. You need to contact your local doctor who will advise you of these requirements. Please note that vaccinations may be recommended before your travel departure date.

## TRAVEL ADVICE - COVID -19 (Coronavirus)

With the ever-changing landscape of the Coronavirus pandemic still having a large effect on travel. It is important to remain up to date with the latest information.

COVID -19 information can be found on the [Australian Government of Health](http://www.health.gov.au) website while up-to-date travel advice can be found on the [Smart Traveller & Health Direct](http://www.smarttraveller.gov.au) website.

You should also read and understand any supplier requirements (including airlines, cruiselines and tour providers) around passenger safety, including the requirement for face masks and the need to produce evidence meeting airline and border control requirements in relation to a negative COVID-19 test both for transit and final destination passengers. This information is subject to change without notice. We advise that you update yourself with relevant airline and government policies for your transit and final destination at each of the time of booking, as you approach your travel date, and immediately before travel.

### **Travelling with Covid - International**

It is important to keep up to date with the details of your state of departure, transit, and arrival to ensure that you meet all requirements for international travel.

Please visit the website of [Department of Home Affairs](#) for travel restrictions and exemptions.

Check whether you need to request a travel exemption at [COVID-19 and the border](#).

This information is subject to change at any time and without notice. It is recommended that you continue to keep updated with all relative information for your home state, transit state and arrival state/country and airline policies from time of booking until you return home.

### **Face Mask**

In addition to the destination requirements, you should familiarise yourself with airline requirements and passenger safety..

## **TRAVEL ADVICE**

We recommend that you contact the Department of Foreign Affairs and Trade (DFAT) or visit their website at [www.dfat.gov.au](http://www.dfat.gov.au) for general travel advice, as well as specific advice (including safety alert levels) relating to the destination you wish to visit.

Please note that some countries require you to be in possession of a current International Drives Licence. Please see below the link to the International Drives Licence application information.

<https://rac.com.au/travel-touring/international-driving-permit>

For passengers travelling with prescribed medicines, it is recommended the client obtains a letter from their Doctor stating the dosage and instructions for these medicines.

It is your responsibility to ensure you are aware of any health requirements including required vaccinations and necessary documents, pertaining to countries being visited

You must report any disability requiring special attention while on tour or on cruise to TASA at the time the reservation is made. TASA will make reasonable attempts to accommodate the special needs of disabled travellers. TASA are not responsible in the event it is unable to do so nor responsible for any denial of the services by air carriers, hotels, restaurants, or other independent suppliers / services. TASA cannot provide individual assistance to a vacation participant for walking, dining, getting on and off motorcoaches, cruise ships and other vehicles, or other personal needs. Travel and Sports Australia strongly recommends a qualified and physically able companion accompany travellers who need such assistance.

We reserve the right to substitute itineraries, hotels, airlines, or vessels due to conditions beyond our control. In such cases we will do everything possible to ensure the locations visited, excursions taken, and the hotels offered are similar to the ones originally planned. Any change to itineraries will not result in eligibility for a refund

## **TICKETING**

For international and domestic departure, e-tickets will be issued upon payment and completion of the booking process. All other travel documentation, such as hotel booking confirmations, will be emailed to the email address you provided as an e-document. Should the Provider issue paper vouchers, these will be posted to the address you provided.

## **BAGGAGE ALLOWANCE**

Baggage allowance varies from airline to airline and in many cases the airfare you have paid may not include the cost to cover checked baggage. Please check with your Travel Advisor and/or the airline providing your flights for the allowances.

## FREQUENT FLYERS & SPECIAL REQUESTS

For more information on whether your airfare is eligible for Frequent Flyer rewards, please contact the airline directly. When booking online, please ensure that you have entered your correct number. For bookings made by telephone via our Customer Service Team, please advise of your Frequent Flyer details and these will be added to your reservation. We do not take any responsibility should an airline not register your trip. You should retain copies of your air ticket and boarding pass.

Special requests will be passed on to the Provider but cannot be guaranteed.

TASA will continue to do everything in their power to assist clients with their travel requirements in a safe and sensible manner, however it is up to the traveller to also monitor the ever changing and evolving requirements and restrictions for travel. Any cancellation fees or change fees that happen due to COVID will be at the expense of the traveller.

You acknowledge that the decision to travel is based on your own personal consideration of this information. By booking with us, you acknowledge that it is your responsibility to keep informed with all relevant information in relation to your travel as well as the applicable health risks. You agree and accept responsibility for the risks associated at this time and to the fullest extent permitted by law TASA accepts no liability in relation to these additional risks.

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