TUI UK and Ireland - Leisure Travel

**Version Apr 14**

**LATES REQUEST FORM**

**Please send your completed form to** [**latesrequests@thomson.co.uk**](mailto:latesrequests@thomson.co.uk)

**Booking details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1st Preference** | **2nd Preference** | **3rd Preference** | **4th Preference** | **5th Preference** |
| **Your flight details** | | | | | |
| **Departure date** | ## |  |  |  |  |
| **Departure airport** | ## |  |  |  |  |
| **Arrival airport** | ## |  |  |  |  |
| **Flight number/times** | ## |  |  |  |  |
| **Return date** | ## |  |  |  |  |
| **Arrival airport** | ## |  |  |  |  |
| **Flight number/times** | ## |  |  |  |  |
| **Your cruise/accommodation details - please choose from lates accommodation list only** | | | | | |
| **Check in date** |  |  |  |  |  |
| **Duration** |  |  |  |  |  |
| **Board Basis** |  |  |  |  |  |
| **1st Preference** |  |  |  |  |  |
| **2nd preference** |  |  |  |  |  |
| **3rd preference** |  |  |  |  |  |
| **4th preference** |  |  |  |  |  |

**Passengers’ details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Title** | **Name** | **Age** | Please tell us in the box below if you are operating the flight and applying for a late seat for your travel companion | |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

\*infants will not be charged for a seat unless one is requested.

**Booking procedure**

* A maximum duration is 7 nights for short and mid haul and 14 nights for long haul.
* Please submit only one form per departure day.
* All requests must be specific for Flights and Accommodation (e.g. LGW-ZTH or MAN-MAH, accommodation names are also required). Any forms that are non-specific may be deleted.
* Please send your form 3 days before departure date. The latest we can accept a form is 3 pm 2 days before departure date, or 1 day in peak season (please check our pages for exact dates).
* We will book your first available choice and will not make any further searches. Once confirmed, we can hold your booking for maximum 2 hours.
* We will contact you 2 days before departure date for flight only and package requests.
* For accommodation only requests and flights to Thailand and Mauritius only, we will let you know 1 day before the departure
* Please don’t call us to check the status of your application. You will receive an e-mail acknowledgement when you submit your form. We will contact you when your application is processed, this could be up to 6 pm in our busy periods.
* If you no longer require your late request, please contact us at the earliest opportunity by sending an email to [LatesRequests@tui-uk.co.uk](mailto:LatesRequests@tui-uk.co.uk), please include your name and date of departure.

**Terms and conditions**

By submitting this form to Leisure Travel, I confirm:

* I have read and accept the full terms and conditions relating to late seat/late accommodation requests.
* That I am eligible and entitled to the requested Late in accordance with the terms and conditions set out in the Lates Policy;
* That I agree once payment has been taken bookings are non-transferable and non-refundable.
* That should my request be accepted, either myself or my alternate contact will be available to make payment 2 days prior to departure (1 day in peak season)
* Where no payment is made after 2 hours on the day seats are first booked, the bookings will be cancelled and seats reallocated or returned to sale.
* That it is my responsibility to advise Leisure Travel should my entitlement or the entitlement of travel companions listed on this form change prior to departure.

Any false declaration of entitlement, or any attempted abuse of the Late booking process, will result in the suspension of all Travel Benefits and may also result in disciplinary action.

**Contact Details**

|  |  |  |
| --- | --- | --- |
|  | **Staff member** | **Alternative contact** |
| **Name** | ##employee\_name## |  |
| **Employee number** |  | NA |
| **Area of business** |  | NA |
| **Telephone number** |  |  |
| **Email address** | ##employee\_email## |  |

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