

## **Trip Cancellation and Trip Refund Policy**

Trip deposits are a minimum of ½ the trip cost for Mammoth Lakes trips or stated in the flyer for the trip, including a \$20 non-refundable administrative fee. Full payment for the Mammoth Lakes trips trip is due and payable not less than 45 days prior to the trip departure or the date listed in the flyer. If a member cancels within the 45 days prior to the trip departure, no refund will be issued, except for the following reasons:

The airline, Travel Company or agent and/or resort, refunds their cost. The canceling member will receive those funds minus a \$20 fee plus an additional \$30 administration fee plus any other fees or cost incurred by the club.

If the canceling member is replaced on the trip from the trip leader's waiting list, the canceling member is subject to the \$20 fee plus an additional \$30 administration fee plus any other fees or cost incurred by the club.

A request for a refund can be submitted to the Club's Executive Board of Directors and the Travel Director in writing or email within 14 days from the start of the trip. The request will be evaluated and voted on by the Board of Directors. The Board of directors may not grant a refund if a trip does not generate enough income to cover the trip's cost to the club.

If a canceling member finds a substitute of the same sex who is willing to accept the bed assignment as assigned by the trip Leader and any monetary exchange is made outside the club, the substitution will not be considered a cancellation.

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