

GET STARTED WITH YOUR GROUP TRAVEL REQUEST

EACH ONE OF OUR GROUP TRAVEL EXCURSIONS BEGINS WITH A GROUP LEADER

Here's a guide that will walk you through the planning stages of your trip right up until you board the train.



TRAVEL TIPS:

1

Group size must remain the same throughout the entire reservation.



2

Tickets are non-transferable and groups may only travel on trains listed on their itinerary.

21 Days Before Your Trip

- Visit: <https://www.capitolcorridor.org/group-travel-discounts/>
- Complete the Online Group Travel Request Form.
- Allow 7-10 business days for your trip to be approved.
- For help getting started or to check on the status of an existing request, contact us at: groupdesk@capitolcorridor.org or (877) 974-3322, option 3.
- Once approved, you'll receive a confirmation package from: Amtrak-SchoolsonTrains@amtrak.com.
- Confirmation packets include the following:
 - ✓ Confirmation Letter
 - ✓ Invoice
 - ✓ Finalization Form
 - ✓ Passenger Name List
 - ✓ Itinerary
 - ✓ Travel Tips

10 Days Before Your Trip

- Email Passenger Name List and Finalization Form to: Amtrak-SchoolsonTrains@amtrak.com or fax to: (800) 872-3298.

7 Days Before the Trip

- Make your payment at a staffed Amtrak Station*.
- When paying at station, please bring with you:
 - ✓ Confirmation Letter
 - ✓ Itinerary
 - ✓ Invoice
- If you have any trouble getting payments processed, please contact the **Amtrak Group Desk at (800) 872-1477**.
- No refunds are provided after tickets are purchased. If unable to make payment by due date, contact: Groupdesk@capitolcorridor.org.

*Staffed Stations Include:

Sacramento, Davis, Martinez, Emeryville, Oakland Jack London, and San Jose

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Day of Trip

- If your group is boarding at a staffed station, check in with the Station Agent.
- If your group is boarding at an unstaffed station, alert the conductor when your train arrives.
- Subscribe to Capitol Corridor Service Alerts for train status updates by visiting:
<https://www.capitolcorridor.org/news-alerts/>
- Parking
 - If you plan on arriving to the station by private auto, and leaving your car, make sure that parking will be available. Some stations require a pass from the station agent in order to park in the parking lot. Other stations are run by the city in which they reside. For information regarding the station closest to you please refer to:
www.capitolcorridor.org/home/stations

Trip Cancellations

Please contact: Groupdesk@capitolcorridor.org for cancellations.

Modifying Group Size

Once you have submitted your Group Travel Request, we are unable to adjust group sizes. Additional passengers are welcome to purchase full-fare tickets for the same trip if there is space on the train, however we cannot guarantee that they will be seated with the rest of group. Also, payments are not adjusted for passengers that are unable to make the trip.

TRAVEL TIPS:

3

Larger groups should consider splitting classes and traveling on different dates.



4

Please allow 7-10 business days for processing your request.

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