

AIR TRAVEL REQUEST (ATR)

Please provide all information requested on this form. Business travel requests should be routed directly to Journey House Travel, Inc. for processing. This information will be used to process your travel request. Your travel request will be faxed or e-mailed (if possible) back to you to submit to your supervisor for approval. Once approval has been received your travel request will be booked.

Airline reservations should be requested a minimum of 21 - 14 days in advance.

Please Fax this form to Journey House Travel at 972-960-5800

TRAVELER INFORMATION			
Name:		Department:	
Telephone:		Fax number/E-mail:	
Date:		Return Itinerary to:	
AIR TRAVEL INFORMATION			
DEPARTURE INFORMATION			
Date of Departure	From City	To City	Time
RETURN INFORMATION			
Date of Return	From City	To City	Time
HOTEL ACCOMMODATIONS			
Do you need a Hotel? <input type="checkbox"/> Yes <input type="checkbox"/> No		Hotel Name	
RENTAL CAR INFORMATION			
Do you need a Rental Car? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Car:	
APPROVALS			
Traveler's Signature		Director/Vice President Signature	
MISCELLANEOUS INFORMATION			
Will you accept a non-refundable fare/penalty? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Describe the purpose for your Travel:			