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 14 - 21 days in advance.
Pease fax this form to Journey House Travel at 972-960-5828.

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? ☐ **No** ☐ **Yes**	**Hotel Name**

RENTAL CAR INFORMATION	
Do you need a Rental Car? ☐ **No** ☐ **Yes**	**Type of Car:**

APPROVALS	
Traveler's Signature	**Director/Vice President Signature**

MISCELLANEOUS INFORMATION

Will you accept a non-refundable fare/penalty? ☐ **Yes** ☐ **No**

Describe the purpose of your Travel or Travel Code: