

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 e-mailed 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.
Please fax to 972-960-5828 or scan/email to sw@journeyhousetravel.com

TRAVELER INFORMATION			
Name:		Department:	
Telephone:		E-mail:	
Date of Request:		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?		Hotel Name:	
<input type="checkbox"/> No <input type="checkbox"/> Yes			
RENTAL CAR INFORMATION			
Do you need a Rental Car?		Type of Car:	
<input type="checkbox"/> No <input type="checkbox"/> Yes			
MISCELLANEOUS INFORMATION			
Describe the purpose of your Travel or Travel Code:			
*** APPROVALS ***			
Traveler's Signature		Director/Vice President Signature	
UPDATE MY PROFILE			
Airline, Hotel, & Car Membership Numbers: (Any information added in this section will be added to your profile for use on all future bookings)			