TRAVEL REQUEST FORM - PLEASE COMPLETE A SEPARATE FORM FOR EACH TRAVELER

This form is provided to assist in the communication of information needed to complete air, car and hotel reservations only. Its use does not constitute a sale or obligation to purchase any arrangements. This form, when completed and submitted electronically will transmit to a representative at Haynie Travel who will respond with the information you have requested. You, or your designated supervisor, must then reply with approval to reserve and ticket the itinerary and selections you have chosen. Once approval has been received, your travel request will be processed and you will receive confirmation of your reservation(s). Rates quoted are subject to change until tickets have been issued and all reservations guaranteed per the individual vendor policies. Please complete form in its entirety.

Please note that if you are an existing client of Haynie Travel, we have a traveler profile on record and it is not necessary to specify air, hotel and car rental loyalty account information below

TRAVELER INFORMATION

FULL NAME AS IT APPEARS ON DRIVER'S LICENSE:	COMPANY NAME/DEPARTMENT (if applicable):
TELEPHONE Business: Cell:	DATE OF BIRTH:
DATE OF REQUEST:	E-MAIL:

AIR TRAVEL INFORMATION

DATES OF TRAVEL	FROM CITY	TO CITY	DESIRED DEPARTURE TIME

HOTEL ACCOMMODATIONS	RENTAL CAR INFORMATION
DO YOU NEED A HOTEL(S)? ☐ NO ☐ YES	DO YOU NEED A RENTAL CAR(S)? ☐ NO ☐ YES
PREFERRED HOTEL NAME/CHAIN/LOCATION:	PREFERRED COMPANY: SIZE OF CAR:

FREQUENT FLYER NUMBER	CAR LOYALTY NUMBER	HOTEL LOYALTY NUMBER

MISCELLANEOUS INFORMATION

WILL YOU ACCEPT A NON-REFUNDABLE FARE/PENALTY? ☐ NO ☐ YES	

SPECIAL SERVICES REQUESTED:

AIR FARES SUBJECT TO CHANGE UNTIL TICKET ISSUANCE. HOTEL AND CAR RENTAL RATES SUBJECT TO CHANGE UNTIL STAY/RENTAL DATES