

Request For Travel Reservations

Please type or print information clearly

Requester Information

1. First Name	2. Last Name	3. Telephone	4. E-mail
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Traveler Information

5. First Name	6. Last Name	7. Full Name	
8. Telephone	9. E-mail	10. Date of Birth	11. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
12. Please check one of the following: <input type="checkbox"/> FNL Contractor Employee <input type="checkbox"/> Speaker/Consultant <input type="checkbox"/> Interview Candidate <input type="checkbox"/> Non-Employee/Other			

Airline and Train Reservation Information (use comments section for multiple destinations)

13. Departure Date	14. Preferred Time	15. Preferred Airline
16. Departure Airport <input type="checkbox"/> BWI <input type="checkbox"/> Dulles (IAD) <input type="checkbox"/> National (DCA) <input type="checkbox"/> Other _____		
17. Destination Airport/City	18. Return Date	19. Preferred Time
20. Seat Preference		21. Frequent Flyer Miles Number
22. Special Needs/Requests		

Hotel Reservation Information

23. Do you need the FNL Travel contractor's assistance with making hotel reservations? <input type="checkbox"/> Yes <input type="checkbox"/> No	24. If yes, please list your preferred hotel(s)	
25. Date that hotel is needed, if different than departure and return date listed above.	26. Check in	27. Check out
28. <input type="checkbox"/> Non-Smoking Room <input type="checkbox"/> Smoking Room	29. Bed Preference	
30. Special Needs Request		

Car Rental Information (COA is required)

31. Do you need the FNL Travel contractor's assistance with making rental car reservations? <input type="checkbox"/> Yes <input type="checkbox"/> No	32. Preferred rental agency <input type="checkbox"/> Hertz <input type="checkbox"/> Budget <input type="checkbox"/> Other _____ <small>The FNL contractor has agreements with Hertz and Budget. If you prefer another agency that offers a better price, please provide the information next to "Other."</small>
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Additional Information

33. Comments

Request For Travel Reservations – Instructions

1. First name of the requester.
2. Last name of the requester.
3. Telephone number of the requester.
4. E-mail address of the requester.
5. First name of the traveler.
6. Last name of the traveler.
7. Full name of the traveler.
8. Telephone number of the traveler.
9. E-mail address of the traveler.
10. Date of birth of the traveler.
11. Gender of the traveler.
12. Check box to indicate whether traveler is an FNL contractor employee, speaker/consultant, interview candidate, or non-employee/other.
13. Departure date for airline and train reservation.
14. Preferred time for airline and train reservation.
15. Preferred airline.
16. Departure airport/city.
17. Destination airport/city.
18. Return date.
19. Preferred time.
20. Seat preference.
21. Frequent flyer miles number.
22. Special needs/requests.
23. Check box, yes or no, to indicate if you need the FNL Travel contractor's assistance with making hotel reservations.
24. If you need the FNL Travel contractor's assistance e with making hotel reservations, list preferred hotel(s).
25. Date that hotel is needed, if different than departure and return date listed above.
26. Check in.
27. Check out.
28. Check box to indicate non-smoking room or smoking room.
29. Bed preference
30. Special needs request.
31. Check box, yes or no, to indicate if you need the FNL Travel contractor's assistance e with making rental car reservations.

Request For Travel Reservations – Instructions

32. Check box to indicate preferred rental agency for Hertz, Budget, or other. The FNL contractor has agreements with Hertz and Budget. If you prefer another agency that offers a better price, please provide the information next to "Other."
33. Additional comments.