

TRAVEL DATA

AIR TRAVEL

Departure City	Destination City	Date (dd/mmm/yyyy)	Preferred Flight Departure Time	Preferred Flight Arrival Time

Driving Distance to Nearest Airport: _____

Seating Location Preference: _____ Partner/Spouse Seating Location Preference: _____

FREQUENT-FLYER NUMBERS

Airline	ID Number	Traveler Name	Preferred Status (if applicable)

Special Needs (wheelchair, meals, etc.): _____

Request to Drive: _____
City (from) City (to) Approximate Miles/Kilometers

Request Local Purchase (Priced itinerary is required for approval.)

I wish to upgrade my flights to: _____
Business, First, Premium Economy, etc.

HOTEL REQUEST

Please note: A credit card may be required to secure the room. RITS will advise.

City	Check-in Date (dd/mmm/yyyy)	Check-out Date (dd/mmm/yyyy)	Special Requests	Hotel Frequent Guest Number and Preferred Status (if applicable)

RENTAL CAR

Pick-up Location	Return Location	Dates (dd/mmm-dd/mmm)	Preferred Car Size	Preferred Agency	Car Frequent Rental Number and Preferred Status (if applicable)

PERSONAL TRAVEL REQUESTS

Indicate any supplementary travel needs:

I agree to pay the additional costs for booking travel outside of Rotary's Travel Policy. Your RITS agent will contact you to obtain credit card information.