



## TRAVEL REQUEST FORM

<b>Date of Request</b>	
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Name	Purpose of Travel	Date of Conference/Training

Do you Require Hotel Accommodations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Check-In Date	Check-Out Date

**Please describe any special hotel accommodations or request below**

Do you Require Flight Accommodations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Preferred Airline	Departure City	Arrival City	Departure Window
					AM <input type="checkbox"/> PM <input type="checkbox"/>

**Please describe any special flight accommodations or request below**

Do you Require Rental Car Accommodations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pick-Up Date	Drop-Off Date

*Rental car reservations can only be made via a personal credit card by the person driving the vehicle due to rental car policies. Reimbursement of rental car will be given at the completion of travel.*

**Credit Card Type:** \_\_\_\_\_ **Credit Card Number:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_ **Sec Code:** \_\_\_\_\_

**Please describe any special rental car accommodation or request:**

**Please describe any meal, registration or additional travel information below**

*Please submit completed/signed Travel Request Form via email to [wcassidy@rinconwater.org](mailto:wcassidy@rinconwater.org) or fax to 760-745-4235.*

Signature of Traveler

**For Staff Use Only**

Received by Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by GM: \_\_\_\_\_ Date: \_\_\_\_\_

GM Special Instructions: \_\_\_\_\_