



# PACIFIC SOUTHWEST DISTRICT – LWML

## TRAVEL REQUEST FORM

### Airline & Car Rental and/or Lodging

(Please submit at least 1 month prior to travel)

Please note that all arrangements will be made by the Site Travel Coordinator using the most reasonable price. All Changes, Additions and Cancellations must be made through the Site Travel Coordinator

**Traveler's Name (print)** \_\_\_\_\_

*(Domestic Travel – name exactly as shown on DL / International – name exactly as shown on passport)*

### Air Travel

**Traveler's Birthdate** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Air Round-Trip**    **Air One-Way**    **Air Multi-City**

**First Leg of Trip:**

Preferred Departure Date \_\_\_\_\_ Preferred Departure Time \_\_\_\_\_

Preferred Departure City \_\_\_\_\_ Preferred Arrival City \_\_\_\_\_

Preferred Airline \_\_\_\_\_ Mileage Program Number \_\_\_\_\_

**Second Leg of Trip:**

Preferred Departure Date \_\_\_\_\_ Preferred Departure Time \_\_\_\_\_

Preferred Departure City \_\_\_\_\_ Preferred Arrival City \_\_\_\_\_

Preferred Airline \_\_\_\_\_ Mileage Program Number \_\_\_\_\_

Seat Preference:    Aisle    Window    Middle Seat *(No Guarantees)*

### Hotel

Hotel Check-in Date \_\_\_\_\_ Number of Nights Requested \_\_\_\_\_

**Car Rental** Required \_\_\_\_\_ If yes, Date to pick up car \_\_\_\_\_

Date to Return Car \_\_\_\_\_ Preferred Rental Agency \_\_\_\_\_

**Purpose of this Trip** \_\_\_\_\_

**Other LWML members going to the same destination**

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