

Travel Form

Travel Information	
Last Name	
First Name	
Middle Name	
Date of Birth (mm/dd/yyyy)	
Gender	
Phone	
Email Address (for the purpose of ticket delivery)	
Passport information	
Passport Number	
Expiration Date (mm/dd/yyyy)	
Citizenship:	
TSA Redress number: (If you're not familiar with this, no need to fill it out)	
Flight Information	
Preferred airport for departure:	
- Acceptable alternative:	
If given a choice in seating do you prefer window or aisle?	
Please list any dietary considerations when requesting a meal:	
Frequent Flyer numbers:	
Notes on Booking Airfare	
<ul style="list-style-type: none"> • Upon receipt of your travel form, we will submit a flight request to Corporate Traveler. After the request is submitted, you will receive a copy of the request at the email address you supplied on this form. Please review the submitted information for accuracy. Any errors can be corrected by hitting reply all and identifying the error. • Within a couple of hours or days expect to receive a flight option from Corporate Traveler. Please respond to the quote as quickly as possible so that we can secure the routing and pricing on your behalf. If you have any questions regarding the proposed flight, please respond to Key Travel and copy your CRS contact(s) • Please note that the CRS Farmer to Farmer Program is required to use flights that adhere to the Flight America Act (FAA), which mandates the use of U.S. carriers or cost share alternatives when available. For more specifics, you can contact your Key Travel representative • Please note that the Farmer to Farmer Program often uses charity fares which sometimes provides frequent flyer holders with less than the standard amount of miles. When reviewing your quote if you have a question regarding the miles earned contact your Corporate Traveler agent. • If you wish to modify your flight for the purpose of tourism, we are usually able to accommodate this request with the understanding that any additional monies will need to be paid by you when travel is booked. You will be asked to give your credit card information directly to Corporate Traveler. If you wish to book personal travel, please notify your CRS when you submit your travel form. Your personal portion will be disclosed to you before the airfare is confirmed. • Likewise, passengers may choose to upgrade their airfare seating at their own expense. Please note that we cannot accommodate requests for non FAA routing even if the overage is covered by the volunteer 	