



**ROTARY INTERNATIONAL TRAVEL SERVICE (RITS)  
TRAVEL REQUEST FORM**

**PASSENGER NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
(if senior discount may apply)

**SPOUSE NAME (if traveling):** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
(if senior discount may apply)

**PHONE: (home)** \_\_\_\_\_ **(business)** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**PURPOSE OF TRAVEL:** \_\_\_\_\_ **MEETING DATES:** \_\_\_\_\_

**COST CENTER** \_\_\_\_\_ **ACCOUNT NUMBER** \_\_\_\_\_ **ANALYSIS CODE** \_\_\_\_\_

**STAFF LIASON** \_\_\_\_\_

**AIR TRAVEL**

DATE mm/dd/yy	DEPARTURE CITY	DESTINATION CITY	PREFERRED DEPARTURE TIME	PREFERRED ARRIVAL TIME

**HOTEL**

(not necessary to complete for committee meetings held in Evanston or District Conferences)

CITY	CHECK-IN DATE	CHECK-OUT DATE	SPECIAL REQUESTS

**CAR**

DATES	PICK-UP LOCATION	RETURN LOCATION	CAR SIZE

**PERSONAL TRAVEL REQUESTS:** \_\_\_\_\_

**ADDRESS TO WHERE TICKETS SHOULD BE SENT (RITS will not deliver tickets to PO Boxes):** \_\_\_\_\_

**FREQUENT FLYER OR HOTEL MEMBERSHIP NUMBERS:** \_\_\_\_\_

**SPECIAL NEEDS (Meals, Airport Assistance, etc.):** \_\_\_\_\_