## Travel Request Form / Formulario de Reserva

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| Personal and Billing Information/Informacion Personal y de Facturacion |
| Traveler name/Nombre del Pasajero |  |
| E-mail/Correo Electronico |  |
| Department |  |
| Phone/Telefono |  |
| Fax |  |
| Delivery address/Direccion |  |
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|  |
| Billing address/Direccion de Facturacion |  |
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| Credit card name/Nombre en la tarjeta de Credito |  |
| Credit card number/No. de Tarjeta de Credito |  |
| Credit card expiration date/Fecha de Expiracion |  |
| Travel Information/ Informacion del Viajero |
| Destination/Destino |  |
| Departure date/Fecha de salida |  |
| Preferred departure time (e.g., morning, mid-day, evening)AM. PM, Noche |  |
| Return date/Fecha de Regreso |  |
| Preferred return time (e.g., morning, mid-day, evening)Preferiblemente AM, PM, Noche |  |
| Seating preference (e.g., aisle, window, center)Preferencia de Asiento |  |
| Meal preference/Preferencia de Comida |  |
| Frequent flyer program name(s) and number(s)Programa de Viajero Frencuente, Nombre y No. |  |
| Rental car program name(s) and number(s)Progrma de alquiler de carros y numero |  |
| Rental car preference (e.g., compact, mid-size, luxury)Preferencia en tamaño |  |
| Lodging Information |
| Hotel program name(s) and number(s)Nom |  |
| Room preference (e.g., king, double, single)Tipo de cuarto (sencillo, doble, King) |  |
| Smoking preferencePreferencia de cuarto para fumadores o no |  |