



All About Travel, Ltd.
5814 Northwest 63
Oklahoma City, OK 73132
405-384-3880 voice / 405-384-3888 fax

Company Information

Name _____ Phone # _____
Address _____ Fax # _____
City _____ Web Site _____
State _____
Zip _____

Employee Information

Department Name _____
First Name _____ Phone # _____ Ext. _____
Middle Name _____ Cell Phone # _____
Last Name _____ Fax # _____
E-mail _____
Birthday _____
Passport # _____ Exp. Date _____

Secretary's Name _____ Phone # _____ Ext. _____
Fax # _____
E-mail _____

Form of Payment

Credit Card Type _____

Credit Card # _____ Name on Card _____
Expiration Date _____
CCV Code _____ Signature _____

Emergency Notification

First Name _____ Phone # _____ Ext. _____
Last Name _____ Cell Phone # _____
E-mail _____
Manager's Name _____ Phone # _____ Ext. _____
Cell Phone # _____
Fax _____
E-mail _____



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Employee Travel Preferences

Airline Name	Frequent Flyer No.	Seating Preference
1 <u>American Airlines</u>	_____	Window
2 <u>United Airlines</u>	_____	Center
3 _____	_____	Aisle
4 _____	_____	
5 _____	_____	

Special Meal Request or Food Allergies

Hotel / Chain	Corporate Number
1 <u>Marriott</u>	_____
2 _____	_____
3 _____	_____
4 _____	_____

Rental Car	Corporate Number	Car Type
1 <u>Avis</u>	_____	Full Size
2 <u>Budget</u>	_____	Intermediate
3 <u>Hertz</u>	_____	Compact
4 <u>National</u>	_____	Sub-Compact
5 _____	_____	Luxury
6 _____	_____	

Other Comments: