

## Appendix B: HF Travel Arrangement Request Form

Use this form if you hold a non-benefitted position or are ineligible for a travel card

Contact  
Information

Title: Name (exactly as it appears on your travel identification) (First, Middle, Last): Suffix:  
Email Address: Contact Phone Number: Date of Birth:

Travel  
Information

**Airfare** Preferred Airline: Preferred Seat Location: Layovers (max):  
Frequent Flyer Number: Known Traveler Number: Global Entry/NEXUS/Sentri Number: DHS Redress Number:  
Departure Date: Earliest Time: Latest Time: Preferred Departure/Return Airport: Checked Bags: Carry On Bags:  
Return Date: Earliest Time: Latest Time: Preferred Destination Airport:  
Any special circumstances? (refundable ticket, multiple travelers, combined business/personal travel, etc.) No Yes \*  
\* If yes please describe in Additional Details

Additional  
Details

### Lodging

Lodging Type: Preferred Lodging Establishment (name and city or website):  
Check-in Date: Check-out Date: Adults: Children: Preferred Room Type: Rewards Number:

### Transportation

**Please note:** Some transportation methods may require an out of pocket expense to you up front but you can be reimbursed after your travel.

Additional Details (from above and/or other details the travel arranger should know):

Internal  
Use Only

Travel Arranger's Initials: Completed? No Yes  
Comments: International? No Yes  
Fly America Act? No Yes  
Open Skies? No Yes