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Save it again, and then send to Karmina as an email attachment.

CABE PDS Request for Travel and Lodging

1. Traveler's Information - Name below MUST match full name on ID presented to TSA at airport.

(* Required to fill out in order to make accommodations.)

First Name*

Middle Initial

Last Name*

Email*

Cell phone #*

Date of Birth*(XX/XX/XXXX)

2. Professional Development/Consulting for:

District/Organization*

Location*

3. Travel Request

Flight needed?* Yes No

I need a*:

Round-trip flight

One-way flight

Outgoing flight information (If possible please use Southwest Airlines):

Departure Date*

Departure Airport*

Departure Airline*

Destination Airport*

Flight Number*

Flight Time*

Frequent Flyer/Rewards #

Known Traveler #

Returning flight information (If possible please use Southwest Airlines):

Departure Date*

Departure Airport*

Departure Airline*

Destination Airport*

Flight Number*

Flight Time*

Frequent Flyer/Rewards #

Known Traveler #

If multicity travel is needed, please indicate the departure airports, arrival airports, airlines, specific dates, flights, and times.

4. Hotel Information

Hotel needed?* Yes No

Dates*: XX/XX/XX – XX/XX/XX

Total Nights*

Preferred hotel name

Hotel Rewards #

Special Request

5. Car Rental Information

I will need a car rental*: Yes No

GPS needed (navigation system)*: Yes No

Comments:

CABE PDS will pay for hotel room and tax. You will be responsible for incidentals. You may be required to show your credit card upon check in. **CANCELLATION POLICY:** Please **review** the hotel cancellation policy carefully. You will be responsible for all “no show”, “cancellation” or “late check-in fees”. Please notify CABE PDS immediately if your hotel, car, or flight reservations need to be changed.

Please send completed form as an email attachment to karmina@gocabe.org.