

CLASSIC WORLD TRAVEL—AMERICAN EXPRESS TRAVEL
770-487-9529 770-487-9645 FAX

Please complete the boxes below with approximate times. The travel agency will confirm exact times.

Travel Request						
Request Date:		Travel Authorization Number				
Passenger Name 1:						
Passenger Name 2:						
Passenger Name 3:						
Passenger Name 4:						
Purpose of Trip						
Airline Information						
Departure Date	Departure Time	Arrival Time	Airline	Flight Number	Departure City	Arrival City
Hotel Information						
Hotel City		Check In Date	Check Out Date	Hotel Name		Room Type
Rental Car Information						
Car City	Car Company	Pick-up Date	Pick-up Time	Drop Date	Drop Time	Car Type
Additional Notes						