Airline Reservation Request

Email the completed form to the Travel Coordinator at travel@wabash.edu.

Traveler Information

Please fill out the information below exactly as it appears on the Passport or ID you will be using for your flight.

First Name	Middle Name	Last Name
Date of Birth	State of Residence	Gender
Cell Phone Number	Email Address	Budget **

Will traveler need to reimburse Wabash College? ◯ Yes ◯ No

Examples: a traveling family member or guest, part of trip is for personal travel yet paid by Wabash funds.

If yes, Travel Coordinator should send a copy of this form to Accounts Receivable. Traveler will need to complete a Travel Billing Information Form and send it to Accounts Receivable as soon as possible.

Wabash Contact Information

Contact Person	Account Number

Flight Information

Departure Airport Code	Departure Date	Preferred Departure Time of Day	Preferred Airline or Flight #s
Destination Airport Code	Return Date	Preferred Return Time of Day	

Notes

Use this space to list any specifics such as a Frequent Flyer numbers, Known Traveler Number, preferred airline, seat preference, or unique circumstances. We will make every effort to accommodate special requests; however, we cannot guarantee that all preferences will be available.

***Please note:**

- ***All tickets will be purchased at the fully refundable rate.***
- ***Most airlines no longer include checked bags in the ticket price on domestic flights (except first class). Passengers will be responsible for paying checked baggage fees at check-in.***