

**FRANK ORTH** *and Associates*

**TRAVEL REQUEST**

Date \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

DESTINATION \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_

Do you need an air plane reservation? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please indicate the dates and times you would like to leave and return as well as airline and flight numbers if you have them:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need FOA to make lodging reservations? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please indicate the dates and times of your arrival and check-out as well as the hotel and its phone number so we can book the appropriate reservation:

\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
(Project Leader)

NOTE: This form must be completed, approved by your Project leader, and faxed to Jim Skubic at FOA (425) 814-2002

Once this form is submitted and reservations are made, you are responsible for any costs associated with changes. You are required to either personally pay the cost for the changes or have your Project Leader approve the changes as being Government requested and required to complete job responsibilities.