



A Union of Professionals

Travel Reservation Request Form

(For non-AFT employees)

Return form by: **June 5, 2015**

Summer Educator Academy 2015 | July 19 - 24 @ Maritime Institute - Linthicum, MD

TDE#00115

Participants may choose one cohort or both, so arrival/departure dates may vary.

DEPD (Cohort I) - begins Saturday, July 18 at 2 p.m.

Cohort I - begins Sunday, July 19 at 9 a.m. and ends on Tuesday, July 21 at 5 p.m.

DEPD (Cohort II) - begins Tuesday, July 21 at 2 p.m.

Cohort II - begins Wednesday, July 22 at 9 a.m. and ends on Friday, July 24 at 5 p.m.

NAMES MUST MATCH YOUR GOVERNMENT I.D.

PASSENGER'S INFORMATION

Last Name _____ First _____ Middle _____

Birthdate _____
(Required by TSA) mm / dd / yyyy

Gender _____
(Required by TSA) ☐ Female ☐ Male

Departure City/Airport _____

Departure Date _____ Preferred Departure Time _____

Return Date _____ Preferred Return Time _____

Seating Preference ☐ Window ☐ Aisle

CONTACT INFO (Airline and tickets are electronic and an itinerary and passenger receipt will be sent via email.)

Email Address _____

Work Phone _____ Cell Phone _____

GUEST INFORMATION (For someone not being paid for by the AFT, provide the following information.)

Passenger's Name _____

Birthdate _____
(Required by TSA) mm / dd / yyyy

Gender _____
(Required by TSA) ☐ Female ☐ Male

Credit Card Type/Number _____ Expiration Date _____

Signature of Cardholder _____

SPECIAL REQUESTS (frequent traveler account numbers, etc.)

RETURN THIS FORM TO:

Lisa Gross, Educational Issues Department

TEL#: 202/393-5684

FAX#: 202/393-6371

E-mail: lgross@aft.org

DEPARTMENT APPROVAL (AFT use only)

Form reviewed by _____

Date sent to AFT Travel _____

Note: No reservations will be made over the phone. Complete & return this form; an agent will contact you if further information is needed.