

Corporate Flight Reservation Form

Traveler Details

Full Name**Employee ID****Email Address****Contact Number****Department****Flight Details****Departure City/Airport****Arrival City/Airport****Departure Date****Return Date****Class****Preferred Airline****Special Requests**

e.g. Meal preference, extra baggage, etc.

Payment & Authorization**Payment Method****Approver's Name/Email**

Manager or HR (if required)

Submit Reservation