

# Emmanuel Baptist Church

## Travel Information

**This portion is to be completed by member that is requesting assistance in scheduling travel/hotel accommodations for visiting guest or an EBC member.**

Name of requestor: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Requestor E-Mail: \_\_\_\_\_ Ministry Name: \_\_\_\_\_  
Name of Traveler (s): \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Purpose of Travel: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**This form should be returned to Travel Services as soon as guest has been confirmed or member travel has been approved. If this request is for convention travel, a copy of the convention information must be attached showing all pertinent information.**

**This portion is to be completed by member(s) of Travel Services Ministry**

Date Request Received: \_\_\_\_\_ Date Guest/Member Contacted: \_\_\_\_\_  
Guest/Member Address: \_\_\_\_\_  
Guest/Member E-Mail: \_\_\_\_\_  
Reservations Needed: Airline  Bus  Train  Hotel  Other \_\_\_\_\_  
Dates of Travel: \_\_\_\_\_  
Travel From Location: \_\_\_\_\_ Travel To Location: \_\_\_\_\_  
Preferred Travel Times: 6:00 am – 11:00 am 11:00 am – 2:00 pm 2:00 pm – 6:00 pm After 6:00 pm  
(Circle One)  
Date of Birth: \_\_\_\_\_ Seating Preference: Aisle  Window   
Other Individuals Traveling with Guest: \_\_\_\_\_  
Information Collected By: \_\_\_\_\_  
Information Sent to Guest/Member on: \_\_\_\_\_

**Airline**

Flight Arrival From (Airport) \_\_\_\_\_

Flight Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Airline Name: \_\_\_\_\_ Arriving Flight #: \_\_\_\_\_

Flight Arriving at (Airport): \_\_\_\_\_

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Flight Departure Date : \_\_\_\_\_ Time: \_\_\_\_\_

Flight Departure at (Airport): \_\_\_\_\_

Flight Departure Airline: \_\_\_\_\_ Departing Flight #: \_\_\_\_\_

**Hotel**

Hotel Name: \_\_\_\_\_ Conf. #: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

\_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

EBC Travel Agent: \_\_\_\_\_

**Transportation**

EBC Travel Agent Picking Up Guest from Airport: \_\_\_\_\_

EBC Travel Agent Transporting Guest to/from Church: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

EBC Travel Agent Returning Guest to Airport: \_\_\_\_\_