**Subj: PASSENGER AMC AND/OR COMMERCIAL TRAVEL REQUEST FORM**

TRACKER ORDERS PORTCALL VPC LICWO AMC ETP COMMERCIAL

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EDIPI:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rank/ Last Name, First Name, MI**

**TODAY’S DATE (DD MMM YYYY)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **CONUS / OCONUS**

**DOB (DD MMM YYYY):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **MALE FEMALE**

**\*PERSONAL PHONE #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\*PERSONAL EMAIL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*GATES reservations require traveler’s personal phone and email for changes in flight info**

**GOV-VPC LETTER (ONLY IF DEPARTING FROM): YES NO VPC SITE:**\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTURE LOCATION: OAJ ILM EWN RDU LICWO (LEAVE): YES NO**

**DESTINATION LOCATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETACH DATE: IBA (GTCC) CBA (ORDERS/LETTER)**

**REQUESTED TRAVEL DATE:** \_\_\_\_\_\_\_ **TIME: Morning /After Noon/ Evening**

**ALTERNATE TRAVEL DATE:**  **TIME:** **Morning /After Noon/ Evening**

**# OF DEPENDENTS TRAVELING W/MEMBER**: \_\_\_\_ **OFFICIAL PASSPORTS: YES NO**

**List Members: Full Name/EDIPI or Passport No/DOB/Male or Female**

**PET 1:(DOG/CAT) BREED:**\_\_\_\_\_\_\_\_\_\_\_\_**Kennel Size: L**\_\_\_\_**” x W**\_\_\_\_**” x H**\_\_\_\_**”(\*TW):**\_\_\_\_\_\_**Lbs**

**PET 2:(DOG/CAT) BREED:**\_\_\_\_\_\_\_\_\_\_\_\_\_**Kennel Size: L**\_\_\_\_**” x W**\_\_\_**” x H**\_\_\_\_**” (\*TW):**\_\_\_\_\_\_**Lbs**

**(\*TW) Total weight = Pet weight and kennel weight combined.**

**EMERGENCY POC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Someone not traveling with you. Full Name and phone number**

***MEMBERS WILL RECEIVE A TRAVEL BOOKING FROM CWT SATO TRAVEL VIA EMAIL, PLEASE CONFIRM THAT ALL MEMBER’S INFORMATION IS CORRECT PRIOR TO PURCHASING YOUR TICKETS. CONTACT SATO TO PURCHASE TICKETS 10 DAYS PRIOR TO DETACH DATE IF USING GTCC. (IF TICKET IS NOT PURCHASED WITHIN 72 HOURS OF TRAVEL DATE IT WILL BE CANCELLED BY THE AIRLINE).***

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