



# Travel Request Form

Phone: (269)344-8800

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## ATTENTION:

Restrictions and blackouts may apply. All reservations are **NON-CANCELLABLE** and **NON-REFUNDABLE**. Tax and incidentals are to be paid in **CASH** and are the responsibility of the traveler. All MBE travel requests are subject to an additional 5% cash commission. Requests must be submitted at least 3 days in advance for local accommodations and at least 10 days in advance for accommodations out of the area. **DO NOT CALL HOTELS OR RESORTS DIRECTLY.** All arrangements must be made through MBE.

### Booking Policy

(Please read before completing request)

NON CANCELLABLE  
AGREEMENT

### Information

(Please fill this section out completely)

Date of Submission: \_\_\_\_\_

### Client Information

Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card: \_\_\_\_\_

Exp: \_\_\_\_\_ Type: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

### Travel Information

City: \_\_\_\_\_ State/Country/Region: \_\_\_\_\_

Property (If known): \_\_\_\_\_

Check In: \_\_\_\_\_

Check Out: \_\_\_\_\_

Total Nights: \_\_\_\_\_ # of Rooms: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Room Type: Hotel Suite Condo B&B All Inclusive Other

Smoking: Y / N Late Arrival: Y / N

Children: Y / N Ages: \_\_\_\_\_

#### This section to be filled out by MBE

Confirmation #: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

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

Hotel Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Rate: \_\_\_\_\_ Total Trade: \_\_\_\_\_

#### Special Requests / Price Range Section:

### Signature:

By signing this request, you agree to all booking policies and cash commissions. Thank you.