



# TRAVEL REQUEST FORM

SBC is here to help you with your travel request. Please fill out all sections completely and submit at least 5 business days prior to travel date so that we can efficiently process your request. Prior to utilizing our travel assistance service, we request that you log in to the member section of the SBC site to view travel options in the Travel and Accommodations section. If you are unable to find what you need, please complete the below form so that we can locate alternate resources. SBC strives to book quality accommodations but cannot guarantee the quality or condition of the properties. It is the responsibility of each member to perform his/her own diligence on travel arrangement options presented prior to finalizing each reservation. Please note that reservations are non-cancelable, non-changeable and non-refundable.

Member Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Member ID: \_\_\_\_\_  Southern Barter Club  Other (please indicate): \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

I have researched the options available in the Travel and Accommodations section of the SBC website and have not been able to locate suitable accommodations and am therefore asking for SBC to locate other resources to suit my needs.

### Travel Information:

Traveler Name(s): \_\_\_\_\_

Destination: 1<sup>st</sup> Preference \_\_\_\_\_ 2<sup>nd</sup> Preference \_\_\_\_\_ 3<sup>rd</sup> Preference \_\_\_\_\_

Check In: \_\_\_/\_\_\_/\_\_\_ Check Out: \_\_\_/\_\_\_/\_\_\_

Total # of Guests: \_\_\_\_\_ # of Adults: \_\_\_\_\_ # of Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

# of Rooms: \_\_\_\_\_ Room Size:  Studio  1-Bed  2-Bed  Other: \_\_\_\_\_

Smoking:  No  Yes

### Special Requests or Other Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Cruises Only:

Please indicate citizenship status of guests: \_\_\_\_\_

Please note that cruises are subject to cash fees including taxes, port/service fees, and optional insurance that are payable in cash. All cruise documents will be issued approximately 30 days prior to sailing and will be sent by US mail or e-mail.

### Credit Card Information:

Payment by Credit Card: Once I have approved a travel option presented to me by Southern Barter Club or one of its reciprocal trade organizations, I provide authorization to bill the following credit card for cash expenses related to my trip including but not limited to taxes, port fees, cleaning fees, service fees and gratuities. For members of SBC, all service fees must be up to date. If my fees are not up to date, I authorize SBC to charge the below credit card for fees due.

VISA  MasterCard  American Express  Discover

Name on Card \_\_\_\_\_ Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Three Digit Code (as it appears on the back of your card): \_\_\_\_\_

Billing Address: \_\_\_\_\_

I have read the above conditions and I am in full understanding of these conditions.

SBC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application received: \_\_\_\_\_ Travel reservation finalized: \_\_\_\_\_

Notes: \_\_\_\_\_

**FAX TO 1-773-945-2676**