Travel Request Form

To request assistance with air travel, please fill out this form and email it to Andavo Travel at Conference@andavotravel.com or fax it to (303) 741-6329. You will be contacted with a proposed itinerary within two business days. If you have any questions please contact Andavo Meetings and Incentives at (800) 685-0038 ext. 7709 or 7716.

Name (as it appears on valid picture ID): ________

Phone: ________ E-mail Address: ________

Preferred method of contact: Phone: ☐ or Email: ☐

Airline Information:

Travel will be to and from Albuquerque International Airport unless otherwise noted. ________

Departure City: ________

Departure Date: ________ Preferred Departure Time: ________

Return Date: ________ Preferred Return Departure Time: ________

Preferred Airline: ________

Frequent Flyer Number: ________

Preferred Seating: Window ☐ or Aisle ☐

Special Requests: ________

Please note that there is a $28.00 per person service fee for Andavo Travel to issue an airline ticket.