

**9<sup>th</sup> Annual New Partners for Smart Growth:  
Building Safe, Healthy, and Livable Communities**

**Seattle, WA, February 4-6, 2010**

**Travel Request Form**

**To request assistance with air travel, please fill out this form and email it to Andavo Travel at [conferencetravel@andavotravel.com](mailto:conferencetravel@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 (866) 465-7155 ext. 8758 or 8773.**

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 Seattle-Tacoma 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.