

Hartman Travel Request Form

Traveler Information	
Traveler name (On DL or Passport)	
Date of birth	
Rewards Numbers (SW, United, Etc.)	
Known Traveler Number	
Flight Needed	Y / N
Preferred Airport	
Hotel Needed	Y / N
Rental Car Needed	Y / N
Departure City	
Arrival City	
Departure Date	
Preferred Departure Time	
Return Date	
Preferred Return Departure Time	
Any Special Requirements	
(HR) Is travel in policy	Y / N

If you need further assistance, please contact Brittany Lombard at 214-432-3712 or via email blombard@hi-reit.com

HR Representative/ Manager Signature of Approval- Must be signed and approved.

Date _____