**IBM Groups – International Travel Request Form**

**Deadline: Dec 1, 2017**

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| Meeting Name: | MD&I Skills Summit 2018 (Program #6965020739) |

This form is required to be completed by all international travelers. Once the form is completed please e-mail it to [IBMGroups@service.amexgbt.com](mailto:IBMGroups@service.americanexpress.com). The subject line must read Reservations for (enter group name.) All forms must be received by the date above.

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| --- | --- | --- | --- |
| Passenger Name (**EXACTLY** as it appears on your Passport) |  |  |  |
|  |  | First (Given Name) | Last(Family Name) |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | | |
| Telephone Number: |  | | |
| E-mail Address: |  | | |
| Mailstop/Street Address: |  | | |
| City: |  | State/Province: |  |
| Postal Code: |  | Country: |  |

**Passport/TSA (Travel Security Administration)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | |  | | | |
| Passport Number: |  | | | Passport Expiration Date: |  | |  | |  | Date of Birth: | | | |  | |  |  |
|  |  | | |  | Day | | Month | | Year |  | | | | Day | | Month | Year |
| Nationality: | |  | | | | Gender (check one): | | | | |  | |  | |
|  | |  | | | |  | | | | | Male | | Female | |

**Flight Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date: |  | Departure Time: |  |
| Departure City/Airport: |  | Arrival City: |  |
| Return Date: |  | Return Time: |  |
| Seating Preference: |  | Special Meal Preference: |  |

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| Please include any special requests or frequent flyer information below: |
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