

**RAVENEL TRAVEL  
OFFICIAL TRAVEL REQUEST FORM**

504-679-9748 fax

***DUE TO "T.S.A" REQUIREMENTS, IT IS NECESSARY FOR ALL TRAVELERS TO PROVIDE: a)DATE OF BIRTH, b) GENDER, and c) FULL NAME OF TRAVELER (AS IT APPEARS ON YOUR ID) TO THE AIRLINE AT THE TIME OF BOOKING. COMPLIANCE IS REQUIRED.***

Name of Traveler(s) <i>AS THE NAME APPEARS ON GOVT ID</i>		GENDER M/F	DATE OF BIRTH D/M/Y	Work Phone
Person Arranging Travel : <b>MR. PORTER JIMMY</b>		E-Mail : <b>JIMMY.PORTER@USMC.MIL</b>		
Unit Phone # <b>504-679-7936</b>		Unit Fax # <b>504-679-9737</b>		
Unit : <b>MFR, MOBCOM, G-1 IPAC</b>		City : <b>NEW ORLEANS, LA</b>		
Fund Administrator Code ( FA ) <b>MB</b>		Work Center Code ( WC ) <b>CM</b>		
Date :	Departure City :	Departure Hour :	City To :	No Later Than :
<b>Hotel: NONE</b>		<b>Smoking</b>	<b>Non-Smoking</b>	<b>Credit Card No. (required)</b>
<b>Location:</b>				
<b>Car Rental:</b>		<b>Compact</b>	<b>MidSize</b>	<b>FullSize</b>
<b>Authorized Person:</b>		<b>X</b>		<b>MiniVan</b>
<b>REMARKS: MEMBER WILL RESERVE THEIR OWN HOTEL.</b>				
Rev 05/15/2009				

**Ravenel Travel Phone & Fax Numbers :**  
Ravenel Travel: (504) 679-9795 - voice  
(504)679-9748 - fax

**MARFORRES CTO Phone & Fax Numbers**  
MFR CTO DSN: 363-6011/12/31  
COMM: (504) 942-6011/12/31  
FAX Orders only: (504) 678-6033