



CARES Domestic Air Travel Award Program Travel Arrangement Form

Congratulations!! Your request for a CARES Domestic Air Travel Award was approved.

IMPORTANT: Travel arrangements for this award can only be made by the CARES office.
Should you make your own arrangements, reimbursement will not be possible.

Please provide the information requested below and forward to: april.morales@va.gov

Airport:	O'Hare <input type="checkbox"/>	Midway <input type="checkbox"/>	
Destination:			
Preferred Airlines:			
Departure Date:	Flight Time:	Flight # (if known)	
Return Date:	Flight Time:	Flight # (if known)	
Seating Preference	Aisle <input type="checkbox"/>	Middle <input type="checkbox"/>	Window <input type="checkbox"/>
Frequent Flyer #:	Known Traveler / Global Entry #:		
Your name as it appears on your identification:			
Date of Birth:			
Contact phone # (Cell):			
Email Address:			

Every effort will be made to obtain your preferred airline, seating preference and flight times. If your choices are not available, a comparable alternative will be provided.

You will be notified by the CARES office when arrangements have been made, as well as an email confirmation from the airline.

Immediately review your itinerary and report errors to April Morales.

You must submit your boarding passes to the CARES office whether you will or not be seeking other reimbursement for this travel.

Questions: Contact April Morales at 708-343-6300 or april.morales@va.gov

Building One, Room C303 - 5000 South 5th Avenue - Hines, IL 60141 Phone: 708-343-6300 - Fax: 708-343-9676

www.cares-research.org