

TRAVEL REVIEW FORM

Expense Report # _____

| | Yes | No |
|--|-----|----|
| 1. Did the All World representative offer to make all travel reservations? | | |
| Air Fare | | |
| Hotel rates | | |
| Rentatl car rates | | |
| Other | | |

| | | |
|--|--|--|
| 2. Did the All World representative offer suggestions on how to reduce travel costs? | | |
| Air Fare | | |
| Hotel rates | | |
| Rentatl car rates | | |
| Other | | |

| | | |
|--|--|--|
| 3. Did you find a lower fare/rate than what All World stated? (based on same criteria you gave All World) | | |
|--|--|--|

4. If so, where did you find the lower rate?

| | |
|--------------------------------|--|
| Agency (name) | |
| Called airline directly (name) | |

5. What was amount save by using other fare?

| | All World | Other Agent |
|-----------------|-----------|-------------|
| Date of quotes: | | |
| Departure Date: | | |
| Carrier: | | |
| Time: | | |
| Flight #: | | |
| Return Date: | | |
| Carrier: | | |
| Time: | | |
| Flight #: | | |
| Amount: | | |

Restrictions given

Please list any problems with or suggestions for All World.

For Purchasing Department Use only

Signed: _____
Date:

Approved by: _____
Date: