SAMPLE GROUP REQUEST

NAME OF

*GROUP*_____

BRIEF DESCRIPTION OF SPONSORING ORGANIZATION AND PURPOSE OF TRAVEL:

_____

_____

_____

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_____

GROUP

LEADER:_____

PHONE:_____FAX:_____

DESTINATION:_____

DATES OF TRAVEL:_____

COST PER INDIVIDUAL:_____

WHO IS PAYING FOR THE TRIP?:_____

SAMPLE NAME LIST

MEMBER NAME	DOB/KID	OCCUPATION
1. Kim, Sun-Hee	620207-2XXXXXX	Secretary, ABC Co.
2. Hong, Kil Dong	650125-1XXXXXX	President, ABC Co.
3. Lee, Young Hee	710309-2XXXXXX	Sales Manager, ABC Co.
4. Park, Chul Soo	550411-1XXXXXX	Housewife
5. Bae, Jin Hee	651111-2XXXXXX	Professor, KaNaDa Univ.
6.		
7.		
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20.		

SAMPLE TRAVEL ITINERARY

DATE	ACTIVITY/LOCATION	TRANSPORTATION	LODGING (Hotel Name & City Name)
3/5/02	SEOUL → LA	UNITED FLT 600	
	CITY TOUR/L.A.	BUS	DAYS INN ANAHEIM
3/6/02	SEMINAR/LA CIVIC CENTER	BUS	DAYS INN ANAHEIM
3/7/02	"	BUS	"
3/8/02	DISNEYLAND	BUS	DAYS INN ANAHEIM
3/9/02	LA → LAS VEGAS CITY TOUR	BUS	HARRAHS LAS VEGAS
3/10/02	LAS VEGAS → LA	BUS	AIRPORT HOTEL
3/11/02	LA → SEOUL	UNITED FLT 800	

3/12/2002