

Flight Reservation Email Printout

For Finance Department Approval

Date: June 12, 2024

Reservation & Request Details

Requested By:

John Doe

Department:

Sales

Purpose of Travel:

Client Meeting

Booking Reference:

ABCD1234

Reservation Email

Date:

June 12, 2024

Passenger Information

No	Name	Gender	Date of Birth	Passport No.
1	John Doe	Male	1985-07-04	P1234567

Flight Details

Flight No.	Airline	Departure	Arrival	Date & Time	Class
AB123	Example Air	JFK (New York)	LHR (London)	2024-07-01, 19:45	Economy
AB456	Example Air	LHR (London)	JFK (New York)	2024-07-07, 11:20	Economy

Total Fare:

USD 1,250.00

Reservation Status:

On Hold / Awaiting Payment

Attachments

“Reservation Confirmation Email (printed)”

“Proposed Itinerary & Quotation”

Important Notes:

- This printout is based on a reservation email; final booking is subject to finance approval and payment.
- Flight schedules and fares are subject to change until ticketed.
- Traveler details must match passport information for international travel.
- All supporting documents should be attached for efficient processing.
- Contact the Travel Desk immediately for any corrections or changes before approval.