



Barter Systems Inc.
 3717 Decatur Avenue
 Kensington, MD 20895
 Phone: (800) 533-4002
 Fax: (301) 949-0142

Travel Request Form

BSI Account Number: _____ Company Name: _____

Travelers' Names: _____

Phone: _____ Fax: _____

Destination: _____ Hotel/Resort: _____

of Adults: _____ # of Children: _____ # of Rooms: _____

Check-in Date: _____ Check-out Date: _____ # of Nights: _____

Special Requests: _____

Credit Card Information (BSI must have to book reservations)

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____

Reservation Policy:

- 1) All reservations are NON-CANCELABLE, NON-CHANGEABLE AND NON-REFUNDABLE unless authorized by each individual property/property owner.
- 2) Clients are responsible for any taxes, gratuities/service charges and incidentals that may be charged by individual properties.
- 3) All reservations must go through the BSI office. Any reservations or changes made directly with the hotel without BSI authorization will be treated as a cash transaction.
- 4) A 4% travel fee will be charged in barter for all travel arrangements involving any outside trade exchange.

By signing this form I agree to and understand all of the above terms and conditions.

Printed Name: _____

Signature: _____

Date: _____

Official Use Only

Name of Hotel: _____

Phone: _____

Address: _____

Confirmation #: _____ Total Trade: _____

Cash: _____

BSI Authorization: _____