

FAX TO MIKE

Company Credit Card Reimbursement, Refund to Client from *Company Card*,
Unusual Charges or Agent Error Check Request Form
Fill in all blanks that pertain to this transaction.

STORE NAME _____

Circle One:

Gift

Refund

Unusual Charge

Agent Error

Date sent _____ / _____ / 2007 Date charged _____ / _____ / 2007 Last 4 card digits _____

Write Check for the Amount of \$ _____

Pay to the order of: _____
(Vendor Name or Refunded Client Name and Address)

Sheri's Signature _____ Requested by _____ Booking Agent sine _____
(Failure to include booking agent code & manager signature will result in delayed agent & agency sales totals)

Total Sale \$ _____ Total Commission Rcvd \$ _____ Amt Charged to Credit Card \$ _____
(Or amount of gift)

Amt ref Credit Card \$ _____ Date Ref. CC _____ Recalled agent commission \$ _____

Customer's name _____ customer account ID # _____ original invoice number refunded _____ Vendor _____

Type of Gift _____ \$ _____ penalty amt _____ date of departure _____ confirmation or tkt number _____

Reason for Refund, Unusual Charge or Agent Error Detailed Explanation

This request is for company credit card reimbursement, Unusual Charges or Agent Errors only. Other requests should be on regular check request stock. Fax this form to (901) 888-9996 the moment you make the charge, and then place this form in your weekly packet.

Gulliver's Travel
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