



NATIONAL RAILROAD PASSENGER CORPORATION

7920 Lindbergh Drive

Riverside, CA 92508

CONVENTION FARE REQUEST FORM

Please note: Requests for Convention Fares may not be accepted more than 11 months in advance or less than 14 "business days" prior to the convention.

Attn: **Convention Sales**
FAX number: **800-872-3298**
E-mail: ConventionFareDesk@Amtrak.com

**ALL REQUESTS MUST BE IN WRITING
and forwarded by E-mail, Fax or US Mail**

(Please TAB to each field and complete requested information)

Today's Date:

NAME OF ORGANIZER:

NAME OF ORGANIZATION:

STREET ADDRESS:

SUITE, APT, ROOM #:

CITY, STATE ZIP CODE:

CONTACT PHONE #:

CONTACT E-MAIL:

NAME OF CONVENTION:

CONVENTION START DATE:

CONVENTION END DATE:

DESTINATION AMTRAK CITY:

ESTIMATED CONVENTION

ATTENDANCE:

REMARKS:

REQUESTED BY:

PHONE

NUMBER:

E-MAIL:

APPROVAL USE ONLY

TRAVEL DATES: _____

APPROVED BY: _____

DATE APPROVED: _____

If approved, the Convention Fare Authorization will be forwarded by either E-mail or US Mail to the Organizer/Marketing with the date of activation.