

Advanced Airfare Purchase Form



This form should be used when:
The traveler would like the college to pay for airfare for college-related travel (rather than be reimbursed). Please fill out, sign and send to the travel coordinator no fewer than **30 days prior to the first day of travel. Please include the conference agenda/itinerary with submission.**

Traveler's Information

Name (Last, First M.I.):	0
Department:	0
Date of Birth:	
Gender (info required by airline)	

Section 1: Travel Info

Will you require any special accomodations?	
Passport Number (international travel only)	
Notes/ Comments:	

Section 2: Itinerary

In the section below you can choose up to 3 departure and destination points

Departure City:	Destination City:	Travel Date:	Departure Time

Section 3: Chartfield Information

CHARTFIELD INFORMATION											
GL Unit	Account	Operating Unit	Fund	Dept	Program	Class	GRANT/CAPITAL PROJECT FUNDS ONLY				Estimated cost of flight (to be filled out by traveler):
							Appr	PC Bus Unit	Project #	Activity	
WA090								WA090			

Section 4: Signature and Approval

The signature below indicates my understanding of the rules and regulations regarding The Travel Policy and hereby authorize the travel coordinator to purchase airfare for college business and/or travel

Traveler		Date:	
Expense Manager		Date:	
Executive Cabinet Member (required for out of state travel)		Date:	