

Please fill out completely

TRAVEL REQUEST FORM

TA # _____

(SUBMIT 3 WEEKS PRIOR TO TRAVEL)

Traveler _____ WSU ID# _____

If invited guest, will we pay a Speaker Fee? \$ _____

TRIP INFORMATION

Purpose of trip (No abbreviations please) _____

ITINERARY

Destination _____

Departure from _____ Date _____ Departure Time _____

Arrival to _____ Date _____ Arrival Time _____

Return from _____ Date _____ Departure Time _____ Arrival Time _____

Registration Fee (Attach form for processing) \$ _____ Deadline _____

Airfare \$ _____ CTA (Dept. Credit Card) _____ Requesting assistance for airfare/hotel

Hotel (Per Night) \$ _____ Stay Days/Nights (Dates) _____ Total \$ _____ Per Diem

Rental Car \$ _____ Motorpool _____ Personal Car (Mileage Each Way) _____

Total Estimated Cost \$ _____ Funding _____

Approval of PI _____

Airlines

For all airline reservations, the department CTA must be used.

Travel Arrangements

The use of travel agencies to book travel will need to be discontinued. Future expenditures for such an agency will not be authorized. When making travel arrangements, I strongly urge you to use a search engine such as Sidestep.com or Orbitz.com to see which airline has the best rates. While we cannot purchase tickets from these sites, you can then go to the airline site and purchase the ticket there. You will need to contact Jerry Emerson for the credit card information.

Rental Car

Enterprise Rent-A-Car, 1-800-261-7331, www.enterprise.com, WSU contract # 05104

Please return the completed form to the USTUR Secretary for processing.