

Treasury Department

Instructions

All Travel Requests are to be turned in at least 2 weeks prior to travel date, but no later than the Monday within the two week period. A hand-written or an electronic copy may be submitted with the proper attachments. Receipts for travel paid in advance with Corporate Credit Card must be submitted with monthly travel expense report.

1. Airline Reservation Requests:

- a) Find airline flight and either:
- b) Have airline hold ticket, submit information to Treasury Department using Travel Request Form for processing
Or in the event that the Airline *will not* hold your reservation
- c) Print copy of desired flight, attach to Travel Request Form and submit to the Treasury Department

2. Hotel Reservation Requests:

- a) Reserve hotel of choice with your debit/credit card (Hotel cost must not exceed \$129 + tax, unless prior approval has been given by treasury)
- b) Record reservation number
- c) Request a Credit Card Authorization form to be sent to you, fill out form and submit to Treasury Department attached to Travel Request Form

******Note: Be sure to include reservation number and check-in/out dates on both forms. You may add your reservation number to your Hotel Room/Type***

Also include a hotel telephone number and fax number if they are not already present on the Credit Card Authorization Form

3. Rental Car Reservation Requests:

- a) Reserve approved vehicle of choice with your debit/credit card
- b) Record reservation number
- c) Request a Credit Card Authorization form to be sent to you, fill out form and submit to Treasury Department attached to Travel Request Form
- d) Submit Travel Request Form for Treasury Department to reserve vehicle with Conference contracted rental Company

Treasury Department

REQUEST FOR TRAVEL FORM

Today's Date:						
Your Name, Title, Department:		Name		Title	Department	
TRAVELER'S INFORMATION						
First Name	Middle Name	Last Name		Title	Department	
Date of Birth		Email Address		Home Number	Cell Number	
PURPOSE OF TRAVEL:						
AIRLINE INFORMATION						
Place of Departure:		Date of Departure:		Time of Departure		
Destination:		Date of Return:		Time of return		
HOTEL INFORMATION						
Hotel Name & Address:					Phone Number:	
					Room Type:	
Check-in Date:		Check-out Date:			Confirmation #:	
CAR RENTAL INFORMATION						
Place of Pick-up:		Place of Return:		Car Type:		
Date of Pick-up:		Date of Return:		Car Company:		
Time of Pick-up		Time of Return:		Confirmation #:		
				<i>(If applicable)</i>		
REQUEST AUTHORIZATION:						
Your Signature:						
Signature of Supervisor:						
APPROVAL						
Travel Request Approved/Declined:						
Limitations or Adjustments to Proposal:						
Name and Title of Approver:		SONJA M. CRAYTON, TREASURER/CFO				
Signature of Approver:						