

# Trip Request Form

Name of traveler (as appears on driver's license and include University ID#) \_\_\_\_\_

Email address \_\_\_\_\_

Dates of travel \_\_\_\_\_ - \_\_\_\_\_

Location from \_\_\_\_\_ to \_\_\_\_\_  
(City/State) (City/State)

Intermediate stops \_\_\_\_\_  
(City/State)

Purpose of trip \_\_\_\_\_

Account to charge \_\_\_\_\_

(if departmental funds, must have Dr. Bill Elmore's signature) \_\_\_\_\_

Registration fee (attach registration form) \_\_\_\_\_

Web address to register online \_\_\_\_\_

Advancement (only on out-of-state travel) What amount? \_\_\_\_\_

## Mode of transportation

Air  
Departmental Vehicle  
Private Vehicle

## Airline Information

GTR-Delta  
GTR- Northwest  
Birmingham, AL  
Jackson, MS  
Memphis, TN

## Departure time from airport

AM \_\_\_\_\_  
PM \_\_\_\_\_  
No Preference

## Departure time from location

AM \_\_\_\_\_  
PM \_\_\_\_\_  
No Preference

## Rental vehicle

Compact  
Mid-size  
Full Size  
Luxury  
SUV  
Van

## Hotel Information

Single  
Double  
Smoking  
Non Smoking

name of hotel preferred: \_\_\_\_\_

Credit card number (for hotel information only) \_\_\_\_\_

Notes: \_\_\_\_\_