

UNM TAOS BUSINESS OFFICE

BUSINESS TRAVEL ARRANGEMENTS FORM

This form to be used for Flight, Hotel and Conference arrangements requiring pre-payment. An Internal Travel Request form must also be completed, remitted to and approved by a Supervisor prior to travel.

EMPLOYEE INFORMATION

Traveler's Name:

Department:

Index:

LOCATION

Travel Date:

Travel Destination:

University Business Purpose:

FLIGHT ARRANGEMENTS

Departure Date:

Return Date:

Best Consideration Times for Departure

Best Consideration Times for Return

1

1

2

2

3

3

LODGING ARRANGEMENTS

Check -in Date:

Check Out Date:

Best Consideration for Hotel :*

1

2

3

*Please include hotel name, telephone number and address.

CONFERENCE/MEETING INFORMATION

Registration Fee Amount: \$ _____

Please have all registration forms filled out and submitted with this request to ensure correct information is remitted for your attendance.

ADDITIONAL COMMENTS OR REQUESTS

SIGNATURES AND APPROVALS

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

BUSINESS OFFICE USE ONLY

RECEIVED BY:

DATE:

ARRANGEMENTS COMPLETED:

PCARD RECONCILIATION:

COMMENTS: