

TAOS BUSINESS OFFICE

BUSINESS TRAVEL ARRANGEMENTS FORM

The Business Office will not process incomplete requisitions

This form to be used for Flight, Hotel and Conference arrangements requiring pre-payment. Hotel arrangements must be submitted to Business Office at least five (5) days prior to travel date and have three (3) hotels listed for best consideration.

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

Name as Listed on State Issued Id:		DOB	
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 and website)

CONFERENCE/MEETING INFORMATION

Registration Fee Amount: \$ _____ n/a _____

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:	