



Travel Request Form

Name of Traveler (First and Last): _____

_____ Date: _____

Check One: Employee/Faculty Student Visitor

Date of Birth xx/xx/xxxx: _____ Destination: _____

Dates of Travel: _____

Personal Dates? Yes or No

If yes, please indicate which dates and the reason:

Airfare

*Per UNM Policy, the cheapest flight will be paid and, therefore three airfare quotes must also be attached. Airline must be booked with a U.S. carrier or itinerary must note a "Code-Sharing Agreement" with a U.S. carrier for connecting flight. *

First airline choice: _____

I want to be contacted by the airline via: Phone Email Text

Email Address: _____ Phone Number: _____

Seat Preference: Aisle or Window Frequent Flyer No: _____

Hotel

*Please be advised that no incidental will be paid with a UNM Purchasing Card. Please provide the hotel with a personal credit card for incidentals. *

Hotel Name: _____ Destination: _____

Check in date: _____ Check out date: _____

Hotel Number: _____ Room: Single King Bed or Double Queen Bed

Approvals

Business Purpose (Reason for Travel): _____

Signature of Traveler: _____ Signature of PI/Host: _____

Signature of Dept. Chair (Primarily for Faculty): _____

Index: _____