

Please fill out completely

**Travel Request Form**  
**(SUBMIT 3 WEEKS PRIOR TO TRAVEL)**

TA # \_\_\_\_\_

TRAVELER \_\_\_\_\_

WSU ID # \_\_\_\_\_

Cell phone # \_\_\_\_\_

Airline Miles # \_\_\_\_\_

If invited guest, will we pay a Speaker Fee? Y / N \$ \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

**ITINERARY**

Destination \_\_\_\_\_

Departure From \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Return From \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_ Deadline \_\_\_\_\_

(Attach form for processing or provide web site and information for us to complete)

Airfare Y / N \$ \_\_\_\_\_ Rental Car Y / N \$ \_\_\_\_\_

Personal Car Y / N \_\_\_\_\_ mileage \_\_\_\_\_ Motorpool Y / N \_\_\_\_\_

Hotel \$ \_\_\_\_\_ /night total \$ \_\_\_\_\_ Per Diem Y/N \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

Funding (account # or description) \_\_\_\_\_

Supervisor Approval \_\_\_\_\_



**Airlines**

Recommended that you book directly on-line with each airline – not use a consolidator  
Airline reservations may be paid with the college CTA – please provide the itinerary; Lori will book  
Feel free to work with Lori before you book

**Enterprise Rental Car**

800-736-8222

WSU contract # 45WA000

**Budget Rental Car**

800-884-4096

WSU contract # T356320

Please return this form to **Lori Henderson, Business Services Travel Coordinator, 130 PBS**