



Faculty Travel Request Form

Traveler Name: _____ Phone: _____ Date of Request: _____

Email: _____ Traveler Date of Birth: _____ Frequent Flyer # (if applicable): _____

Dates of Travel: _____ Conference Website (if applicable): _____

Project Name & Fund Number**: _____ PI Signature**: _____

Business Purpose**: _____

Departing Flight, List Top 3 Preferred Flights		
Flight Number	Departure Date/Time & City	Arrival Date/Time & City

Return Flight, List Top 3 Preferred Flights		
Flight Number	Departure Date/Time & City	Arrival Date/Time & City

Lodging, List Top 3 Preferred Accommodations		
Hotel Name / Website	Dates of Stay	Conference Rate Available?

- See [UA Travel Policies](#) for detailed guidelines.
- Flights, hotel reservations, conference registrations, and rental cars **MUST** be purchased using a UA P-Card.
- Flights **MUST** be booked using CONCUR unless otherwise justifiable
- Keep all ITEMIZED receipts for ground transportation, parking, Uber/taxis, and other reimbursable expenses.

Purchaser Signature (upon completion)**: _____