



NAME: _____

DESTINATION: _____

DEPARTURE DATE: _____ RETURN DATE: _____

PURPOSE OF TRIP: _____

PERSONAL DATES: No: *Yes: *Dates: _____

*If self-booking with personal dates, obtain Business Only Cost Comparison dated same day as booking either via Concur or contact an agent at: Travel Inc.: (877) 811-9898

PROJECT NUMBER(S): _____

OTHER FUNDING: _____ NO EXPENSES:

PI/PM APPROVAL SIGNATURE: _____

ADMINISTRATIVE DIRECTOR APPROVAL: _____

I would like SSEC travel to make arrangements for my: Flight Hotel Car None*

* **I acknowledge that in self-booking travel I am responsible for following UW Travel Policies**

Please complete all for which you would like the Travel Department to arrange your travel:

FLIGHT: notes: _____

DEPART MADISON _____ or ARRIVE DESTINATION BY _____

DEPART DESTINATION _____ or ARRIVE MADISON BY _____

HOTEL: notes: _____

_____ Conference Hotel: Yes ___ No ___

Preferred: _____ Phone: _____

2nd Choice: _____ Phone: _____

RENTAL CAR: notes: _____

Trip Number: _____

