



Travel Request Form
Space Science and Engineering Center

SSEC Travel Dept.
1225 W Dayton St
Madison, WI 53706

Phone: 608-263-3037
Fax: 608-262-5974
E-mail: travel@ssec.wisc.edu

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
made same-day. Contact an Agent at:
Travel Inc.: (877) 811-9898

PROJECT NUMBER(S): _____

OTHER FUNDING: _____ NO EXPENSES: ☐

PI/PM MANAGERIAL APPROVAL: _____

ASSISTANT DIRECTOR APPROVAL: _____

I would like the Travel Dept. to make arrangements for my: ☐ Flight ☐ Hotel ☐ Car ☐ None

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: _____

Division of Business Services
Travel Planning & Booking



5/27/2021

Concur Website



5/27/2021