




Travel Request Form (TRF)

- Formerly known as the “pink sheet”

Required Fields (for booking)

1. Name
2. Destination
3. Dates of Trip
4. Purpose of Trip
5. Personal Dates? Y/N
6. Project #
7. PI/PM Signature
8. Check Boxes for Booking Assistance
9. Any Booking Preferences/Requirements
 - Airlines
 - Times
 - Hotels
 - Rental Cars

		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: 1. _____							
DESTINATION: 2. _____							
DEPARTURE DATE: 3. _____ RETURN DATE: _____							
PURPOSE OF TRIP: 4. _____							
PERSONAL DATES: No: <input type="checkbox"/> *Yes: <input type="checkbox"/> *Dates: 5. _____ <small>*If self-booking with personal dates, obtain Business Only Cost Comparison made same-day. Contact an Agent at: Travel Inc.: (877) 811-9898</small>							
PROJECT NUMBER(S): 6. _____							
OTHER FUNDING: _____ NO EXPENSES: <input type="checkbox"/>							
PI/PM MANAGERIAL APPROVAL: 7. _____							
ASSISTANT DIRECTOR APPROVAL: _____							
I would like the Travel Dept. to make arrangements for my: <input type="checkbox"/> Flight <input type="checkbox"/> Hotel <input type="checkbox"/> Car <input type="checkbox"/> None							
8. (Check all that apply)							
<u>Please complete all for which you would like the Travel Department to arrange your travel:</u>							
FLIGHT: notes: _____							
DEPART MADISON _____ or ARRIVE DESTINATION BY _____							
DEPART DESTINATION _____ or ARRIVE MADISON BY _____							
HOTEL: notes: _____							
_____ Conference Hotel: Yes <input type="checkbox"/> No <input type="checkbox"/>							
Preferred: _____ Phone: _____							
2nd Choice: _____ Phone: _____							
RENTAL CAR: notes: _____							
9. (Any info that applies)							

Division of Business Services Travel Planning & Booking			Trip Number: _____	Concur Website	
		5/27/2021			5/27/2021