

TRAVEL ARRANGEMENTS

Reason for Travel _____

Name _____ Dates of travel _____ Travel r'qst sent to Chair _____

Approved/Denied by Chair _____ Trip paid by (Other than UK: _____

Registration sent: _____ If paid by Procard/DAV, date given to Tonya _____

Confirmation r'cvd: _____ If presenting send CV _____ Black tie/suit _____

Conference Room: yes no how many? _____ configuration of set-up _____

Audio/Visual equipment? _____ Contract received? _____ Signed: _____

Snacks/meals _____

Domestic/International (If international, get currency x-chg rate www.dtic.mil/perdiem/opdrform.html : call 281-5389)

Foreign currency rate is foreign currency x's the value of the American dollar, ie: 159.00 (foreign currency) x's .73 (American dollar exchg rate) = 116.07

Location _____ x/chg rate : _____

Airline _____ itinerary r'cvd _____ Freq. Flyer # _____ Airline food requests _____

Seating request: _____

Hotel _____ Address: _____

Hotel phone # _____ Fax # _____ Confirmation # _____

Smoking/non-smoking number in room _____ single double Q/K Sharing room with _____

verified rate w. _____

Other (ie: rental car) _____

Justification for approval by Chair: yes no

Date authorization, trip manager flights given to Tonya/Charlotte _____