

Travel – Purchasing Information

1. Hotel Reservation Needed? Yes No, go to 2

Is there a hotel link? Yes, attach & email No

Is there a group code? Yes, attach & email No

Is there a deadline? Yes: _____ No

Is there parking fee? Yes, attach No

Is there any hotel rewards? Yes, attach No

2. Registration Needed? Yes No, go to 3

Is there a link? Yes, attach & email No

Discount code/special rate? Yes: _____ No

Is there a form to complete? Attach Information

Is there any login information online? Attach Login & password

Is there a deadline? Yes: _____ No

Is there an itinerary/agenda/program? Yes, attach

3. Flights/Rental Car? Yes, attach copy of driver's license

4. Requires a physical card? Yes, please explain No

If approved, I agree to return any/all receipts,

Signature

Print name of Employee