

1932 Travel Request Form

Month the trip will occur

Name: _____

Purpose (Conference Name): _____

Destination: _____

Per Diem		Date
Arrival Date:	(First day of travel that you will receive per diem)	
Departure Date:	(Last day of the trip that you will be receiving per diem)	

Transportation		
Are you Driving to the conference?	yes	no (circle one)
If yes fill in your home address (or where you will be leaving from)		
Address:	City:	Zip Code:

Hotel		
Check in date	Check out date	Do you need me to book the hotel reservation for you? yes no
		If yes, list recommended hotel and rate below
Hotel: _____		

Circle the following that apply:

Smoking	or	Non Smoking	or	King Size	or	Two Queens
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Registration Fees and Extraordinary Expenses		Amount
Registration Fee (explanation):		\$
Extraordinary Expense (explanation):		\$

Time off request		
Do you need me to request time off for you?	yes	no
If yes, list your District Lodge, Airline and the dates		
DL # _____		
Airline: _____		

Time Lost		
If you are a <u>United Employee</u> you must fill out the.....		
United Airlines Union Business Payroll Authorization in addition to this form!		
Date	Explanation	Hours per day
Sun		
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		
Hourly wage	\$	
Social Security No.	Gross Wages	\$

Signature _____

Approved _____