

# NCSU – Physics Department Travel Request Form

Traveler's name (as on driver's license) \_\_\_\_\_

today's date \_\_\_\_\_

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## ***PROFILE (if not already on file)***

e-mail \_\_\_\_\_ office phone \_\_\_\_\_ cell phone \_\_\_\_\_

address \_\_\_\_\_  
\_\_\_\_\_

Birth date \_\_\_\_\_ seat preference (window or aisle) \_\_\_\_\_

Frequent flier number(s) with airline(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## ***TRAVEL Request***

### *Air Travel*

<i>Departure date</i>	<i>Desired departure time</i>	<i>Origin city or airport</i>	<i>Destination city or airport</i>	<i>Preferred airline</i>
<i>Return date</i>	<i>Desired departure time</i>	<i>Origin city or airport</i>	<i>Destination city or airport</i>	<i>Preferred airline</i>

### *Rental Car (presuming pick-up & drop-off at destination airport)*

Rental company \_\_\_\_\_ Car (economy, intermediate., full size) \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Funding source (e.g. ledger 5 account #) \_\_\_\_\_