

TRAVEL RESERVATION REQUEST



Traveler's Date of Birth:
Date: _____ (MM/DD/YYYY) _____ Male _____ Female _____

Edith Williams
District Travel Contact
Phone: 281 498-8110 ext. 29172
Fax: 281 498-4051
Edith.Williams@aliefisd.net

Traveler's Name: Possible denied boarding if name is incorrect from Govt. issued photo ID.

Last Name: _____ (If 2 last names, put in correct order)

First Name: _____

Middle Name: _____

Employee ID#: _____ **School/Dept.:** _____

Contact Person: _____

Budget Code: _____

First checked baggage fee will be reimbursed upon presenting receipts. Overweight/Excess baggage fees will not be reimbursed.

Please refer to the travel guidelines outlined in the Out-Of-District Travel Policies and Procedures.

If airline is changed for any reason other than an emergency, the additional charges incurred will be the traveler's responsibility.

I have read and understand these terms.

Traveler's initial _____

DEPARTURE TRAVEL INFORMATION

Destination and Conference Name: _____

Airport Departing From: _____ **Carrier:** _____ **Flight#:** _____

Departure Date: _____ **Exact Departure Time:** _____

Special Instructions: _____

RETURN TRAVEL INFORMATION

Airport Returning To: _____ **Carrier:** _____ **Flight#:** _____

Arrival Date: _____ **Exact Departure Time:** _____

CAR RENTAL INFORMATION

Per District Travel Policy – Since car rentals are very costly, travelers SHOULD NOT request car rentals unless necessary for business purposes due to limitations on availability of local transportation. It is usually more cost effective to utilize taxi service. Car rental will only be allowed with prior Area/Assistant Superintendent approval and traveler must provide a cost analysis to justify the expense. In order to maintain the lowest rates, employees must use car rental agencies arranged by your contact person – for HR-Dr. Veloz-Powell; for all others-Edith Williams.

MUST HAVE PRIOR APPROVAL ON SHORT LEAVE FORM FOR REIMBURSEMENT.

Please submit the completed request form, along with the short leave form and a print out of the flight information to Edith Williams in Business Department.

Travel Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____