

Staff Air Travel Information Sheet

Staff Member's Information For Purchasing Ticket:

Traveler's Name: _____
As on ID Presented at Airport - Driver's License or Passport

Traveler's Contact Phone Number: _____ Traveler's Birth Date: _____

Emergency Contact Name & Phone Number: _____

Budget Code: _____
Tickets cannot be purchased without a budget code

Travel Details:

Where is your destination? _____

What is the name of the conference? _____
Please Attach a Copy of the Conference Brochure

Date Leaving Kalispell: _____ Hour you need to be at conference: _____

Date Returning to Kalispell: _____ Time you can be at the airport to return to Kalispell: _____

Name of Supervisor Approving Travel: _____