**Travel Request Form
Please email information to mnoland@willamette.edu, Phone: 503-370-6380**

## Approval Information

Date:

Budget Officer Notified?

Purpose of Travel:

Account Number:

## Traveler Information

First Name:

Middle Name:

Last Name:

Date of Birth (dd/mm/yyyy): Gender (M/F):

Home Phone: Cell:

Email: Fax:

Mailing Address:

## Travel Arranger

If arranging travel for someone, please provide your information.

First Name:

Last Name:

Home Phone:

Cell Phone number and provider:

Email:

## Additional Travelers

If arranging travel for more than one passenger on this trip, please provide the full legal names of the additional traveler(s).

First Name: Last Name:

Cell Phone number and provider:

First Name: Last Name:

Cell Phone number and provider:

First Name: Last Name:

Cell Phone number and provider:

First Name: Last Name:

Cell Phone number and provider:

First Name: Last Name:

Cell Phone number and provider:

First Name: Last Name:

Cell Phone number and provider:

First Name: Last Name:

Cell Phone number and provider:

## Hotel Reservations

If you are not placing a hotel reservation, please skip this section.

Check-In Date: / / Check-In Time:

Check-Out Date: / / Check-Out Time:

Location:

Type:

## Car Rental Reservations

If you are not placing a car rental reservation, please skip this section.

Pick-Up Location:

Drop-Off Location:

Pick-Up Date: / / Pick-Up Time:

Drop-Off Date: / / Drop-Off Time:

Vehicle Type:

## Credit Card Information

If you are requesting a rental car and/or hotel reservations, you may either book it yourself and be reimbursed after the travel has taken place with all original receipts, or work with Michelle Noland to arrange a credit card authorization with the rental company and/or hotel with her University credit card. Note that the second option is a courtesy and not required. Please make every effort to finalize your arrival/departure dates/times to facilitate Michelle’s part in contacting the companies to arrange payment.