TRAVEL ARRANGEMENT REQUEST FORM

☐ Faculty ☐ Staff ☐ Student ☐ Foreign Student (will need to specify for tax purposes)
W-8BEN form will need to be attached. You can access form at: https://www.irs.gov/pub/irs-pdf/fw8ben.pdf

☐ Other – Please Specify: _____

NAME (as it appears on valid ID): _____ **DATE OF BIRTH:** _____

CELL / CONTACT NO. (for notifications): _____ **EMAIL:** _____

DATES OF TRAVEL: _____ **DESTINATION:** _____

Conference Registration

☐ On-line registration. Please contact me, my user name & password are required.
(NOTE: Once registration is complete requestor will be responsible for emailing the confirmation to the PCard holder.)

Website Address: _____

☐ Registration is not available online, registration documents are attached.

Vendor: _____
Confirmation No.: _____
Amount: _____
Expense Report No.: _____

Airfare

Airport: _____
Frequent Flyer No.: _____
Departure Date: _____ Departure Time: _____
Return Date: _____ Return Time: _____

Vendor: _____
Confirmation No.: _____
Amount: _____
Expense Report No.: _____

Hotel

Hotel Preference: _____
Hotel Address / Location: _____
Check In Date: _____ Check Out Date: _____
Preferences (i.e. Non-Smoking): _____

Vendor: _____
Confirmation No.: _____
Amount: _____
Expense Report No.: _____

Rental Vehicle

Justification for a vehicle is required. Compact will be the default size reserved. If another size is requested, please state the preferred size & justify below why that size is needed (you may attach a separate sheet as needed) NOTE: Driver must be 25 years or older. UNM prohibits the rental of 15 person passenger vans.

Justification: _____
Pick Up / Return Location: _____
Pick-Up Date: _____ Pick-Up Time: _____
Return Date: _____ Return Time: _____

Vendor: _____
Confirmation No.: _____
Amount: _____
Expense Report No.: _____

Accounting

INDEX NUMBER: _____ **or if unknown PROJECT DESCRIPTION:** _____

BUSINESS PURPOSE: _____

Approval

PI: _____ **PI SIGNATURE:** _____

☐ PI will authorize via email (attached)

DATE: _____

Do not write below this line **FOR ADMINISTRATIVE USE ONLY** **Do not write below this line**

DATE RECEIVED: _____ **DATE COMPLETED:** _____

NOTES: _____