

Trip# _____

Card # _____

TRAVEL CARD RESERVATION FORM

(This form should be received in the Purchasing Department at least one week before travel. If airfare is requested the timeline is three weeks before travel. If this timeline is not observed, the Purchasing Department reserves the right to refuse the request.)

To: Procurement Card Administrator (Erin Kesler)

I hereby make application to use one of the Wicomico County Board of Education Travel Cards for the following purpose: _____

Assistance from the Purchasing Department for finding best airfares and accommodation is recommended. Please complete details on reverse of this form.

Date(s) of travel: _____

Destination: _____ Number of people traveling: _____

Credit card will be used for:

Hotel: Yes _____ No _____

Transportation: Yes _____ No _____

If "Yes" please list mode: _____

Meals: Yes _____ No _____

Other: _____

Account Number to be charged: _____

Estimated dollar amount that will be charged to the card: \$ _____

Person who will be responsible for the card on this trip: _____

Expenditure authorized by: _____ (Signature)
Director/Assistant Superintendent

Date: _____

Air travel requested:

Leaving from : _____ at (approx.) _____ a.m./p.m.

Arriving at: _____ (destination airport) at (approx.) _____ a.m./p.m.

Returning at (approx): _____ a.m./p.m.

Names (as they appear on official ID) of travelers/additional information:

I have submitted a separate Vehicle Request Form for any rental vehicle required for this trip:

Yes / Not required (please circle appropriate response)

Hotel preference (if any): _____

Special pricing available? _____ Code: _____

Penalty fees incurred for any inaccurate information entered on this form will be charged to the person responsible for completing the form. Travelers will be held responsible for excess costs and any additional expenses incurred for personal preference or convenience.

<p>For office use only:</p> <p>Reservations completed:</p> <p>Air travel: _____ (date) by _____ (initials)</p> <p>Hotel: _____ (date) by _____ (initials)</p> <p>Details: _____</p> <p>Traveler(s) notified: _____ (date) _____</p>
--