

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 accommodations 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 _____ # Rooms _____ (Room sharing strongly encouraged)

Transportation: Yes _____ No _____ If "Yes" please check mode: Air _____ Car Rental _____

Meals: Yes _____ No _____ Registrations: 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

Air travel requested:

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

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

Return Flight leaving at (approx): _____ a.m./p.m.

Travelers will be held responsible for excess costs and any additional expenses incurred for personal preference or convenience

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

Penalty fees incurred for any inaccurate information entered on this form will be charged to the person responsible for completing the form.

Hotel preference (if any): _____

Special/Conference pricing available? _____ Code: _____

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