



NAME: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

PERSONAL DATES: No:  \*Yes:  \*Dates: \_\_\_\_\_

\*If self-booking with personal dates, obtain Business Only Cost Comparison dated same day as booking either via Concur or contact an agent at: Fox World Travel: (608) 710-4172

PROJECT NUMBER(S): \_\_\_\_\_

OTHER FUNDING: \_\_\_\_\_ NO EXPENSES:

PI/PM APPROVAL SIGNATURE: \_\_\_\_\_

ADMINISTRATIVE DIRECTOR APPROVAL: \_\_\_\_\_

I would like SSEC travel to make arrangements for my:  Flight  Hotel  Car  None\*

\* **I acknowledge that in self-booking travel I am responsible for following UW Travel Policies**

Please complete all for which you would like the Travel Department to arrange your travel:

FLIGHT: notes: \_\_\_\_\_

DEPART MADISON \_\_\_\_\_ or ARRIVE DESTINATION BY \_\_\_\_\_

DEPART DESTINATION \_\_\_\_\_ or ARRIVE MADISON BY \_\_\_\_\_

HOTEL: notes: \_\_\_\_\_

\_\_\_\_\_ Conference Hotel: Yes \_\_\_ No \_\_\_

Preferred: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Choice: \_\_\_\_\_ Phone: \_\_\_\_\_

RENTAL CAR: notes: \_\_\_\_\_

Trip Number: \_\_\_\_\_

