



REQUEST FOR SINGLE-TRIP DIRECT BILLING OF AIRFARE

Dept# _____

Spend Authorization # (Cost Center + Traveler's Last Name): _____

Purpose: This form is used for single-trip direct billing authorization of airfare for official visitors and employees. Employees that frequently travel should use the Employee Recurring-Travel Direct Billing of Airfare Request Form, which is submitted only once and allows for reservations in Concur, as well as through a Travel Inc agent.

TRAVELER INFO	<p>Traveler's Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Last name) (First Name) (Middle Initial) </div> (The name MUST match the government issued ID for TSA security requirements)</p> <p>Traveler's Phone#: _____ Traveler's Email: _____</p> <p>Primary Purpose of Trip: _____ <small>*Note: Relocation and House-hunting trips cannot be directly billed to GT. Travelers should seek reimbursement through Payroll.</small></p> <p>Origin/Destination of Trip: _____</p> <p>Date(s) of Travel: _____ Record Locator#: _____ <small>(optional)</small></p> <p>Notes for Agent: _____</p>
ACCT INFO	<p>GT Driver Worktag #: _____ <small>*This form authorizes a Georgia Tech employee or Visitor for one-time travel use only.</small></p> <div style="display: flex; justify-content: space-between;"> <p>Visitor/ Guest/ Non-Employee:</p> <p>Domestic Air: SC651120</p> <p>International Air: SC651220</p> </div> <div style="display: flex; justify-content: space-between;"> <p>*GT employee not set up on direct billing:</p> <p>Domestic Air: SC641120</p> <p>International Air: SC641220</p> </div> <p>Employee ID: _____ <small>(Not GT ID)</small></p> <p><small>*For employees who anticipate the need for recurring direct billing of airfare, use the Employee RecurringTravel Direct Billing of Airfare Form.</small></p>
APPROVAL	<p>Authorized Cost Center _____</p> <p>Approver's Signature: _____ Date: _____</p> <p><small>* I authorize the charges for this airline ticket to be expensed directly to Georgia Tech as an allowable and appropriate expense to the fund source noted above.</small></p> <p>Printed Name: _____ Title: _____</p> <p>GT e-mail Address of Departmental Travel Approver for Receipt of Itinerary: _____ <small>(must provide an official gatech.edu email address)</small></p>
ROUTING	<p>Completed Forms must be sent via email attachment to Travel Inc. at gatech@travelinc.com. The e-mail SUBJECT LINE MUST be in the following format: GTAIR_CostCenterTravelerName_TravelerLastName,TravelerFirst Name. One request form per e-mail please. Campus Reference Number must be 10 digits</p> <p>Travel Incorporated agent will send an electronic itinerary to the traveler and the department travel approver when the ticket has been booked.</p>