



## 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.

<b>TRAVELER INFO</b>	<p><b>Traveler's Name:</b> _____  <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Last name)</span> <span>(First Name)</span> <span>(Middle Initial)</span> </div>         (The name MUST match the government issued ID for TSA security requirements)</p> <p><b>Traveler's Phone#:</b> _____ <b>Traveler's Email:</b> _____</p> <p><b>Primary Purpose of Trip:</b> _____  <small>*Note: Relocation and House-hunting trips cannot be directly billed to GT. Travelers should seek reimbursement through Payroll.</small></p> <p><b>Origin/Destination of Trip:</b> _____</p> <p><b>Date(s) of Travel:</b> _____ <b>Record Locator#:</b> _____  <small>(optional)</small></p> <p><b>Notes for Agent:</b> _____</p>
<b>ACCT INFO</b>	<p><b>GT Driver Worktag #</b> _____  <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;"> <div style="width: 30%;"> <input type="checkbox"/> <b>Visitor/ Guest/ Non-Employee:</b> </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Domestic Air: SC651120</b> </div> <div style="width: 30%;"> <input type="checkbox"/> <b>International Air: SC651220</b> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> <b>*GT employee not set up on direct billing:</b> </div> <div style="width: 30%;"> <input type="checkbox"/> <b>Domestic Air: SC641120</b> </div> <div style="width: 30%;"> <input type="checkbox"/> <b>International Air: SC641220</b> </div> </div> <p><b>Employee ID:</b> _____ <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>
<b>APPROVAL</b>	<p><b>Authorized Cost Center Approver's Signature:</b> _____ <b>Date:</b> _____  <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><b>Printed Name:</b> _____ <b>Title:</b> _____</p> <p><b>GT e-mail Address of Departmental Travel Approver for Receipt of Itinerary:</b> _____  <small>(must provide an official gatech.edu email address)</small></p>
<b>ROUTING</b>	<p><b>Completed Forms</b> must be sent via email attachment to Travel Inc. at gatech@travelinc.com. The e-mail <b>SUBJECT LINE MUST</b> be in the following format: <b>GTAIR_CostCenterTravelerName_TravelerLastName,TravelerFirst Name</b>. One request form per e-mail please. Campus Reference Number must be 10 digits</p> <p><b>Travel Incorporated agent will send an electronic itinerary to the traveler and the department travel approver when the ticket has been booked.</b></p>