

## **Employee Travel Request Form**

Travel arrangements should be made as far in advance as possible to obtain the best fares. Please complete this form and fax or email to Marj Schmidt. Email [mschmidt@umci.com](mailto:mschmidt@umci.com) or fax (206) 365-1580. If you have any questions, please call Marj at (206) 368-6227.

**Traveler's Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_  
(One form per traveler please)

**Dates of Travel:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Job number** \_\_\_\_\_ **Overhead, G/L Account # or Group #** \_\_\_\_\_

**Reason for travel:** \_\_\_\_\_

### **AIR TRANSPORTATION**

**Date Departing:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Preferred time:** \_\_\_\_\_ am

**Date Departing:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Preferred time:** \_\_\_\_\_ am/pm

**Date Returning:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Preferred time:** \_\_\_\_\_ pm

**Seating Preference:** Aisle \_\_\_\_\_ Middle \_\_\_\_\_ Window \_\_\_\_\_

**Airline Frequent Flyer Number:** \_\_\_\_\_ **Airline:** \_\_\_\_\_

### **GROUND TRANSPORTATION**

**Rental car needed?** \_\_\_\_\_ **Dates needed:** \_\_\_\_\_

### **HOTEL ACCOMODATIONS**

**Hotel needed?** \_\_\_\_\_ **City/location:** \_\_\_\_\_ **Dates needed** \_\_\_\_\_

### **OTHER**

**Comments or Special Requests:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Phone/fax/email:** \_\_\_\_\_

**Prefer itinerary be sent to you by:** ☐ Email ☐ Fax