

Airline Ticket Request Form

1. Use this form if you want the district to purchase an airline ticket for you to attend a conference. This form is not necessary if you are going to purchase your own airline ticket.
2. This form must be attached to a Munis purchase requisition.
3. The Munis requisition and form must be received in Purchasing no later than 4 weeks prior to departure date.
4. Print a screen from your preferred airline website, showing your choice of itinerary, and attach it, along with this form, to your Munis requisition.
5. If multiple travelers are listed, the same itinerary will be purchased for all, unless a specifically different itinerary is attached.

Today's Date:	Requisition Number:
Name of Conference:	
Date of Conference:	
Location of Conference (City/State):	

Traveler's Information					
First Name	Middle Name	Last Name	DOB	Phone Number for airline to contact you	Email to receive flight confirmation

Important: Traveler's Information must match their Legal ID.