

**UO Contract Travel Agency Airfare Authorization Form**

(Copy of itinerary from agency must be faxed to AP with this form)

Employee:  Yes  NoTraveler Name William SmithContact Person Betty JonesDepartment Fictional SciencesContact Phone 346-0001

- New  Change (reason for change) \_\_\_\_\_
- Sabbatical travel (attach Sabbatical/Leave approval documents)
- Personal time included? (attach quotes)
- Use of non-direct route (attach quotes)

**Itinerary**

Reservation ID: QL88VR

Sunday: 20 Jan 08

Dep: Eugene, OR	11:06a
Arrv: New York, (JFK)	9:49p

Friday: 25 Jan 08

Dep: New York, (JFK)	5:45p
Arrv: Eugene, OR	11:58p

Agency and Agents Name Wobbly Travel - Dixie Date Faxed to Agency 19 Dec 2007Actual Dates of Conference / Meeting 23-25 Jan 2008**Business Purpose**

Mr. Smith is attending the NACUBO 2008 Management Training Forum in New York from 23-25 January 2008. Mr. Smith is also taking personal time in conjunction with the business trip from 20-22 January.

**Financial Coding**

Req #	COA	Index	Fund	Orgn	Acct	Prog	Actv	Amount
8XX233	B	ABCDEF			39515		4L1J	\$412.55

Department Authorized Signature	Date	Travel Agency Authorizer (printed)	Date