



Travel Request Form

Name: _____

Destination: _____

Reason for Trip: _____

Travel Dates: _____

What anticipated expenses will you have:

____ Hotel

- Estimated cost: _____

____ Airfare (Non-Global Travel)

- Estimated cost: _____

- Are you booking through Global Travel? _____

____ Ground Transportation (Uber, Lyft, etc.)

- Estimated cost: _____

____ Rental Car

- Estimated cost: _____

____ Parking

- Estimated cost: _____

____ Fuel

- Estimated cost: _____

____ Other

- Estimated cost: _____

Will you be claiming mileage?

Starting Location _____

Ending Location _____

Round Trip? _____