

**AIRFARE REQUISITION**

**VENDOR:** \_\_\_\_\_

**State Contract Agencies: Travel Leaders (Carlson Wagonlit) 1-800-774-0655 or  
Advantage Travel 1-888-444-4240**

**EXPLANATION OF AIRFARE SERVICES AND COSTS**

**TRAVELER:** \_\_\_\_\_ **DATES OF TRIP:** \_\_\_\_\_

**DEPARTURE AIRPORT:** \_\_\_\_\_ **DESTINATION:** \_\_\_\_\_

**TRAVELER CELL PHONE NUMBER:** \_\_\_\_\_

**ACTUAL AIRFARE RATE TO BE APPROVED:** \_\_\_\_\_  
(including transaction fees)

**SIGNATURE OF TRAVELER:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

<b>Account to be Charged</b>	<b>Authorized Signature of Account</b>	<b>Amount</b>	<b>Date</b>

**YOUR TRAVEL CONFIRMATION/ITINERARY MUST BE ATTACHED.**

**Flights will not be secured until this airfare requisition and a travel requisition are completed with approved funding and proper signatures. Please return both forms to the Purchasing & Payables Office for processing.**