



College of Liberal Arts

# AIRFARE BOOKING INFORMATION

NOTE: THE CLA PROCUREMENT CENTER CANNOT MAKE ANY FLIGHT SELECTIONS.  
AIRFARE CANNOT BE BOOKED WITHOUT THIS COMPLETED FORM.

**PASSENGER'S FULL NAME** (Name must be exactly as it appears on your government issued ID or passport that you will use at the airport.)

<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>	<b>LAST NAME:</b>
<b>DATE OF BIRTH:</b>	<b>GENDER:</b>	<b>DRIVER'S LICENSE STATE:</b>
	<b>FEMALE</b>	<b>MALE</b>

**CONTACT PHONE WHILE TRAVELING** (REQUIRED):

**EMAIL ADDRESS TO SEND ITINERARY TO** (REQUIRED):

**\*IF USING A PASSPORT, PLEASE PROVIDE PASSPORT INFORMATION BELOW:**

<b>COUNTRY OF ORIGIN:</b>	<b>PASSPORT#:</b>	<b>PASSPORT EXPIRATION DATE:</b>

<b>DEPARTING FLIGHT INFORMATION</b>		<b>RETURNING FLIGHT INFORMATION</b>	
<b>AIRLINE:</b>		<b>AIRLINE:</b>	
<b>DEPART CITY:</b>		<b>DEPART CITY:</b>	
<b>ARRIVAL CITY:</b>		<b>ARRIVAL CITY:</b>	
<b>DATE:</b>		<b>DATE:</b>	
<b>DEPART TIME:</b>		<b>DEPART TIME:</b>	
<b>FLIGHT#:</b>		<b>FLIGHT#:</b>	
<b>ARRIVAL TIME:</b>		<b>ARRIVAL TIME:</b>	
<b>AIRFARE \$:</b>		<b>AIRFARE \$:</b>	

## MISCELLANEOUS INFORMATION

<b>FREQUENT FLYER#</b>	<b>REDRESS#</b>	<b>KNOWN TRAVELER#</b>

**SPECIAL NEEDS OR REQUESTS:**

**DIETARY NEEDS/RESTRICTION:**



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# AIRPORT SHUTTLE BOOKING INFORMATION

SHUTTLE PICKUP/DROP OFF LOCATIONS, TIMES, ETC. MUST BE PROVIDED.  
THE CLA PROCUREMENT CENTER CANNOT SELECT THESE TIMES FOR YOU.

**PASSENGER'S FULL NAME** (Name must be exactly as it appears on your government issued ID or passport that you will use at the airport.)

<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>	<b>LAST NAME:</b>

**CONTACT PHONE WHILE TRAVELING** (REQUIRED):

**EMAIL ADDRESS** (REQUIRED):

**SHUTTLE COMPANY:**

<b>PICKUP LOCATION:</b>	<b>DROP-OFF LOCATION:</b>
<b>**IS THIS TRIP ONE-WAY OR ROUNTRIP?</b>	<b>ONE-WAY      ROUNTRIP</b>
<b>WHEN DO YOU NEED PICKED UP?</b>	<b>DATE:      *PICKUP TIME:</b>
<b>IF ROUNTRIP, WHEN DO YOU NEED TO RETURN?</b>	<b>DATE:      *PICKUP TIME:</b>

**\*NOTE: PICKUP TIMES MUST BE ACTUAL SHUTTLE PICKUP TIMES!**

**\*\*ROUNTRIP TRAVEL WILL BE THE SAME PICKUP/DROP-OFF LOCATIONS.**