

# Case Western Reserve University Travel Requisition

This Travel Requisition must be approved by the traveler's superior and must include the complete University Account No. in order for the travel agent to honor this request.

|  |      |   |                  |  |                     |   |
|--|------|---|------------------|--|---------------------|---|
| Traveler's Name  |      |   | Telephone        | Agency Used                                      | SpeedType           | Account   |
| Purpose of the Trip  |      |   | Delivery Address |  |                     |   |
| From   | Date | Time  | Carrier          | Depart. #  | Air Fare Amount     |   |
| To   |      |   |                  |  | Approval Signature  |   |
| To   |      |   |                  |  |                     |   |
| To   |      |   |                  |  | Approved by (typed) |   |
| To   |      |   |                  |  |                     |   |
| Car Reservation (Optional)                                   |      | Hotel Reservation (Optional)                            |                  |  | Date Approved       |   |
| BURROWS TRAVEL GROUP<br>(216) 361-3803<br>FAX (216) 361-0977 |      | FLITE II TRAVEL<br>(216) 464-1762<br>FAX (216) 765-2637 |                  | NAVIGANT<br>(216) 749-6400<br>FAX (216) 749-6410 |                     | TRAVELINE<br>(440) 646-8525<br>FAX (440) 461-8626 |