

PGCPS Globetrotter Travel Request Form

Please fill out the following information to receive a travel quote

Submit via email to travel@globetrottermgmt.com and please allow up to 48 hours for quote

Event or Conference Attending:

Date of the event: _____

Number of Travelers _____

Traveler Name as it appears on Government Issued ID:

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Email: _____

Cell Phone: _____

Requesting Airline/Amtrak Tickets

Departure Date: _____

Departing
Airport/Station: _____

Arriving Airport/Station: _____

Preferred Airline: _____

Requested Flight/Train
Time: _____

Flight Number: _____

Return Date: _____

Departing Airport/Train: _____

Arrival Airport: _____

Preferred Airline: _____

Requested Flight/Train
Time: _____

Flight Number: _____

Requesting Hotel Accommodations

Requested Hotel: _____

Hotel Address: _____

Room Preference: _____

Check-In Date: _____

Check-Out Date: _____

Additional information:

Do not use a personal credit card to reserve your hotel room, it is your responsibility to ensure that the rules and regulations for travel are followed (see AP 4134 Non-Local Travel Policy) In order to secure travel arrangements, a PGCPS purchase order must be generated. At check out, review your folio to verify if resort fee charges have been applied. If so, a personal card should be used and upon return, a reimbursement request should be submitted via i expense.(see AP 4134 for reimbursable expenses)

If there are any additional travelers, please provide their information below

Traveler Name as it appears on Government Issued ID:

First Name:

Middle Name:

Last Name:

Date of Birth:

Email:

Cell Phone:

Traveler Name as it appears on Government Issued ID:

First Name:

Middle Name:

Last Name:

Date of Birth:

Email:

Cell Phone:

Traveler Name as it appears on Government Issued ID:

First Name:

Middle Name:

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