

FLIGHT PURCHASE FORM

This form must be filled out and presented to the MIE Business Office to process flight purchase.

Date Submitted: _____

PI or CoPI Name and Signature: You may attach e-mail if signature is not provided.

Account Number to Charge: _____

Traveler

Name/UIN Number: _____

Birthdate: _____

Sex: _____

E-Mail: _____

Phone/Cell Number: _____

Mileage Number: _____

Required Flight Details or Provide COPY of itinerary.

Depart From: _____

Destination: _____

Date of Departure: _____

Date of Return _____

Travel Times _____

*Justification (See example): _____

***Justification example** should be explanation of purpose (example travel to Boston, MA from date to date to present and attend conference name, etc.)

Business Office Use Only

Date: _____

FOAPAL: _____

Account Expiration Date: _____