

# FLIGHT PURCHASE FORM

Please complete this Flight Purchase Form, obtain PI approval with account to charge, and present this form to the MIE Business Office to process request.

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**Date Submitted:** \_\_\_\_\_

**PI Name and Signature:** (You may print e-mail approval on back of request if signature is not provided.)

\_\_\_\_\_

**Account Number to Charge:** \_\_\_\_\_

**Traveler**

Name/UIN Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Gender: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mileage Number: \_\_\_\_\_

**Required Flight Details or Print Copy of Itinerary on back of form.**

TO:  
Departing Airport: \_\_\_\_\_ Arriving Airport: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

FROM:  
Departing Airport: \_\_\_\_\_ Arriving Airport: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Justification** (Purpose must answer what, when, where, who, why and how it benefits University.):

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