

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.

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 exactly as it should appear on ticket: _____

UIN: _____

Birthdate (Month/Day/Year): _____

Gender: _____

E-Mail / Phone Number: _____

Mileage Number: _____

Airline: _____

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.):

