

**Travel Information Form**

Print Form

**Due to PII, please print and send to the attention of PSCR Admin at fax number: 303-497-3332**

**We cannot receive e-mail with this form as it will be filtered out by the NIST firewall as a PII violation.**

**Traveler Personal Details**

**Title**

Traveler Name - Full legal name as it appears on your gov't issued ID for airline ticketing Prefix First Name Middle Name Last Name Suffix

Birth date - For airline tickets

##

Month Day Year Organization name/Affiliation

Gender - Please indicate for airline reservations

**E-mail**

Phone number

**area code**

Address - to ensure your reimbursement information is up to date/mileage reimbursement calculations

##

Street Address Street Address Line 2

City State / Province Postal / Zip Code Country

Type of Address Business Residence

Reset Form

Country of Citizenship

# Travel Details

Please check the services that you require

**Airline Tickets**

Airport - Please note, we must book the gov't contract carrier when available for your departure/destination pair

Who is the contract carrier for my flight? GSA City Pairs: https://cpsearch.fas.gsa.gov

Please enter your departure airport here

Departure date & time

##

Month Day Year

**or Time of Day**

Already chose your flights? We will do our best to accommodate your request

Carrier & Flight #

Return date & time

##

Month Day Year

**or Time of Day**

Already chose your flights? We will do our best to accommodate your request

Carrier & Flight #

How will you transit to the airport?

How many miles to the airport:

Mileage to and from the airport is dependent upon the address submitted above. Your travel arranger will assume you will leave from that address unless otherwise specified in the notes to the arranger below.

NOT flying but Driving a personal vehicle instead? What is the total round trip mileage:

If Choosing to drive a personal vehicle, mileage reimbursement will not exceed the average cost of air travel from the departure location. Your travel arranger will conduct a cost comparison to estimate reimbursement.

Have you booked your hotel at the GSA Rate? Note that the gov't rate is not always the best rate. Tip: Ask for best available first as it may be cheaper than the gov't or conference rate.

Reservations should be based on single occupancy

Please indicate your reserved hotel rate/night excluding tax - Taxes reimbursed separately

How do I know the GSA rate for the destination: [https://www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120)

$

\*\*\* Note\*\*\* We cannot authorize over per diem rate for lodging unless otherwise specified by PSCR. Traveler will be responsible for the difference.

Rate is base price of the room per night, single occupancy. Taxes will be prorated to the GSA/Conference rate (when applicable) if the traveler exceeds the allowable nightly rate.

**Traveler's Notes to the Arranger**

Additional information - Frequent flyer, known traveler numbers, rewards, etc