

CASE WESTERN RESERVE UNIVERSITY TRAVEL APPROVAL FORM FLITE II Business Travel Account (BTA)

To charge airline travel/prepaid hotels to the central BTA, FAX to (216) 765-2637

All travel must comply with the university travel policy and be authorized by the individual traveler's supervisor in advance of travel. Documentation of approved expenses generally not allowed by policy (e.g. business-class travel approval by the CFO) must accompany this form prior to completion of travel arrangements.

Traveler's Legal Name		Gender	Traveler EMPLID	Travel Arranger Name
Traveler DOB* (required)		Arranger Telephone/Email		Speedtype No.
Traveler Passport number *(required for international travel)			Traveler Cell Phone	
From	Date	Time	Carrier	Air Fare Amount Individual service fees (where applicable) Full-service International fee (\$35) Full-service Domestic Individuals (\$25) Prepaid Hotel Charge (room and tax only) Hotel Booking Fee (\$6) After-Hour Fee (\$18 per call 5 pm to 9 am weekdays, all day Saturday and Sunday) Total (required)
To	Date	Time	Carrier	
From	Date	Time	Carrier	
From	Date	Time	Carrier	
From	Date	Time	Carrier	
Hotel Name	Arrival date	Departure date	No. of nights	
** Approval signature: by signing this travel approval, I, the signee, affirm that the above travel has appropriate authorization and that I have signature authority for this speedtype and for the total amount to be charged.				_____ Approver Signature** _____ Printed Approver Name and EMPLOYEE ID _____ Approval Date

Purpose of trip

*TRAVEL IS ONLY APPROVED FOR THE **STATED TOTAL AMOUNT (required)**. IF THERE IS A FARE INCREASE OR FEE DIFFERENTIAL, APPROVER WILL BE CONTACTED FOR AUTHORIZATION.

FLITE II tel. (216) 464-1762
FLITE II fax (216) 765-2637