

# Case Western Reserve University Travel Approval Form - Direct Travel Business Travel Account

Charge travel via Concur or Direct Travel Agent directly to departmental speedtypes

All travel herein must comply with the university travel policy and be authorized by the individual traveler's supervisor in advance of travel.



Traveler Legal Name		Gender	Concur/Traveline Record Locator	
<input type="text"/>			<input type="text"/>	
Traveler Date of Birth (required)		Department Name	Telephone Number	Speedtype
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Traveler Passport number (required for international travel)		Traveler EMPLID	Visitor?	
<input type="text"/>		<input type="text"/>		
From	Date	Time	Carrier	Airfare Amount*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To				Prepaid Hotel (room+tax only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From				Concur-online Air/Hotel (\$12, \$6)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To				Full-Service Domestic (\$29)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From				Full-Service International (\$42)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To				Local, out-of-town Hotel (\$10, \$25)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From				After-Hours Agent (\$25+)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel Name		Total (required)		
<input type="text"/>		<input type="text"/>		
Trip Purpose <input type="text"/>				
Approver Signature ** (not needed if sent by APPROVER's CWRU email)			Approver Name	
<p>** I, the signee, affirm that the above travel has appropriate authorization and I have signature authority for the total amount charged to this speedtype.</p> <p><input type="checkbox"/> Business-Class travel requested for itinerary. CFO approval attached.</p>			email address	
			<input type="text"/>	
			EMPLID	
			<input type="text"/>	
			Approval Date	
			<input type="text"/>	

\*Travel is only approved for the stated amount plus additional Direct Travel fees (as posted). Approver will be contacted for authorization in the event of a fare increase



corporateOH@dt.com

(440) 602-8020, fax (440) 946-3613

Print Form

