

Travel Reservation Request

Please fill out electronically, print, sign, and forward to:
Carol Julian - Manager, Accounts Payable/Purchasing
julianca@buffalostate.edu 716-878-4144



BUFFALO STATE
The State University of New York

Reserve: Hotel Airline Car Rental Train Ticket Fee Total

Traveler's Name Date of Birth (mm/dd/yyyy)

Email Home Phone Cell Phone

Travel Date From (mm/dd/yy) Travel Date To (mm/dd/yy)

Departing From State Airport

Returning From State Airport

Frequent Flyer # Airline

Project Task Award Organization

Destination and Purpose of Trip

Please list below the departure times you would prefer as well as any other seating preferences.

List pickup and drop off location for rental car. License #

Authorizations:

	Printed Legal Name	Signature	Date
Traveller			
Project Director			
Fiscal Designee			