

Airline Itinerary Request Form

Paul D. Camp Community College

Requestor information

Name to be on the ticket:

Position: Department:

Person requesting ticket:

Account ticket is to be charged to:

Airport desired

☐ Norfolk, VA

☐ Newport News, VA

☐ Raleigh, NC

☐ Richmond, VA

Destination Flight

Airport Destination:

Departure Date:

Departure Time:

Arrival Date:

Arrival Time:

Return Flight

Departure Date:

Departure Time:

Arrival Date:

Arrival Time:

Special Request--please be specific

IN ORDER FOR THIS FORM TO BE PROCESSED BY THE BUSINESS OFFICE, A SIGNED PURCHASE REQUISITION PLUS A COPY OF THE CONFERENCE EVENT ITINERARY (IF APPROPRIATE) MUST BE ATTACHED TO THIS PRINTED FORM.

****Air Fares are made in accordance with the state travel guidelines. ****