

Case Western Reserve University Travel Approval form for TRAVELINE Business Travel Account (BTA)

To charge travel booked through Travelport or a Traveline Agent to the central university BTA, fax form to (440) 946-3613

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 that are 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	Travelport/ Traveline Record Locator	
Traveler's DOB * required		Department Name /Tel.#		Speedtype No.
Traveler's Passport number * (required for international travel)				
From	Date	Time	Carrier	Air Fare Amount *
To				Full-service International(\$25) _____
From				Full-service Domestic (\$20) _____
To				Travelport (highly managed online \$10) _____
From				Room and Car Reservation only(no airfare \$5) _____
To				After Hours Agent 24 Global Emergency Service(\$15) _____
				Total (required) _____
_____ Approver Name , email and EMPLID/(please print)				_____ Approver 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.				
Purpose of trip				_____ Approval Date:

TRAVELINE (440) 602-8020
FAX (440) 946-3613

*TRAVEL IS ONLY APPROVED FOR THE STATED AMOUNT PLUS ADDITIONAL TRAVELINE FEES AS POSTED. IF THERE IS A FARE INCREASE, APPROVER WILL BE CONTACTED FOR AUTHORIZATION