



Registered Student Organization (RSO) Air Travel Request

For the academic year 2014-2015

Please Note

- Air reservations are time sensitive and fares are subject to change. Your fare is subject to change until ticketing. Even if you have received approval from the Finance Committee, the fare may change unless ticketed. Review your itinerary details and advise us of any discrepancies within 24 hours.
- Airfares are non-refundable and restrictions apply.
- It is your responsibility to check to see if you have a paper ticket or an electronic ticket. Please have all documents with you when you leave for the airport.
- All forms must be completed in full and returned to the Office of Student Activities before any airfare or hotel can be booked.
- *Valid forms of government ID include: Driver’s License, State Issued ID, and Passport

Traveler Information

Note: Full name must be as it appears on your Valid Government Issues Photo ID* that will be used during travel.

First Name	Middle Name	Last Name
Gender [Select One]	Date of Birth Click to Enter Date.	Phone
Street Address		
City	State	Zip
Email		

Flight Information

Depart From	Arrive At
Depart Date Click to Enter Date.	Return Date Click to Enter Date.
Depart Time Preference	Deadline to Arrive Home
Event Start Time	Event End Time

For Office Use

Flight Booked On _____
Confirmation Received On _____