



Georgia Department of Human Resources

Request for Airline Ticket and/or Car Rental authorization

Name (Person who ticket is for)	Home Phone #	Office Phone #	
Address	City	State	Zip Code
Name of DHR Unit Travel will be charged to		Organization Code	

Please check the appropriate box:

<input type="checkbox"/>	Regular Employee	<input type="checkbox"/>	Consultant	<input type="checkbox"/>	Client	<input type="checkbox"/>	Other
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Please ☐ contact or ☐ mail the person below when the ticket is received.

Name (Person who ticket is for)	Home Phone #	Office Phone #	
Address	City	State	Zip Code

ALL RESERVATIONS MUST BE BOOKED WITH DHR'S TRAVEL AGENCY

TRAVEL INCORPORATED by calling: 770-291-4200 or 1-800-241-0944

Tell the agency desired arrival date and time along with TIN (Taxpayer Identification Number) and Organization Number to be charged. Give the date the ticket is to be delivered to the Office of Financial Services' Travel Subsection only if all plans are definite and have been finalized. Allow two (2) weeks for delivery if ticket is to be mailed from the Travel Subsection.

NO TICKETS WILL BE RELEASED WITHOUT APPROVED AUTHORIZATION PAPERS

FLIGHT INFORMATION

Location	Class	Carrier / Flight	Date	Departure Time
From:				
To:				
To:				
To:				
To:				
To:				

Reservations made by:	Telephone #	Fare
INTER-STATE TRAVEL REQUEST MUST BE ATTACHED ON ALL OUT-OF-STATE TRAVEL	Tax	
	TOTAL	\$ -

CAR RENTAL INFORMATION

City	Date	INSTRUCTIONS: Make car reservations with National <u>ONLY</u> . Phone 1-800-CAR-RENT. Submit this form in duplicate to the OFS Travel Subsection for issuance of coupon for National rental car. RETURN UNUSED PORTION IMMEDIATELY TO THE TRAVEL SUBSECTION.
Purpose:		

Employee Signature	Approver's Signature
Name of Organizational Unit	Approver's Title

SUBMIT THIS FORM IN DUPLICATE TO THE OFFICE OF FINANCIAL SERVICES TRAVEL SUBSECTION FOR ISSUANCE OF YOUR TICKET. RETURN UNUSED TICKET IMMEDIATELY TO THE TRAVEL SUBSECTION.