Airfare ONLY

University of Pennsylvania

Group AIR Travel Arrangements using World Travel

Email completed form and list of travelers to: uofpenn@worldtravelinc.com

Name of Trip		
Penn Contact	Name:	
	Email Address:	
	Phone:	Alternate Phone:
Alternate Penn Contact	Name:	
	Email Address:	
	Phone:	Alternate Phone:
School/Center		
Airfare will be billed to the University BTA credit card. Please provide budget code below for month end allocation		
26 digit code		
Budgetary Approver	Name:	
	Signature:	Date:

AIRLINE RESERVATIONS			
Number of Travelers		Class of Service (Coach, Business, First)	
Departure City			
Arrival City			
Departure Date		Departure Time	
Return Date		Return Time	
Will there be a need for additional airline tickets for all travelers – such as a multi-country trip? If so, complete below.			
Departure City			
Arrival City			
Departure Date		Departure Time	
Return Date		Return Time	
Departure City			
Arrival City			
Departure Date		Departure Time	
Return Date		Return Time	

Additional instructions or information:	
Reports Needed/Additional Accounting Notes – Please check all that apply:	
____ Group Detail (excel format)	____ Receive Reports Weekly/Day of Week: _____
____ Group Detail w/Fee (excel format)	____ Receive at End of Meeting/Date: _____
____ Group Detail T-S68_69_final (excel format)	

Instructions for World Travel:
Suggested itineraries with estimated cost will be emailed to the Penn contacts listed above. Tickets to be purchased upon receiving email approval and traveler information from the Penn contact.