

## Air Travel Request Form

Please fill out the appropriate Passenger section completely. ALL fields are required. There is a minimum 21 days advance purchase required by District Policy 412/412R. Once booked, we have 24 hours to cancel so please verify flight information is correct ASAP. After 24 hours, the flight is non-transferrable and non-refundable.

### THIS SECTION TO BE COMPLETED BY THE EMPLOYEE/PASSENGER (Please print clearly)

#### ISD 709 Employee Passenger Information (Print your name as it appears on your picture identification)

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Date of Birth Contact Information (Cell phone number and email)

Emergency Contact Information: \_\_\_\_\_  
(Name and cell phone number)

#### Non-ISD Employee Passenger Information (Print name as it appears on picture identification)

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Date of Birth Contact Information (Cell phone number and email)

Emergency Contact Information: \_\_\_\_\_  
(Name and cell phone number)

**Flight Preferences Information (Please search for flights and attach a copy of the data, but DO NOT book your own flights! Also, there is no guarantee that those exact flights will be booked.)**

#### Departure Information

Departure Date: \_\_\_\_\_

Departing From: \_\_\_\_\_

Departure Destination: \_\_\_\_\_

Leave by (time): \_\_\_\_\_

Time Due @ Destination: \_\_\_\_\_

Seat Preference: \_\_\_\_\_

#### Return Information

Return Date: \_\_\_\_\_

Returning From: \_\_\_\_\_

Return Destination: \_\_\_\_\_

Leave by (time): \_\_\_\_\_

Time Due @ Destination: \_\_\_\_\_

Seat Preference: \_\_\_\_\_

### AUTHORIZATION INFORMATION AND SIGNATURES

Full 16 Digit Budget Code: \_\_\_\_\_

\_\_\_\_\_  
Employee/Passenger Signature Parent/Guardian Signature if traveler is under 18 Fund Manager Signature

### FOR BUSINESS SERVICES USE ONLY:

Amount: \$ \_\_\_\_\_ Date Booked: \_\_\_ / \_\_\_ / \_\_\_ Website: \_\_\_\_\_

**NOTICE: All District related travel miles must be credited to the District account that has been established according to Minnesota Statute 15.435. Miles earned during District paid travel can not be credited to a personal account.**