University Required Trip Booking Information

Trip Booking Information Page

1. **Trip Name**
   Ensure that both the **Destination** and **Business Travel Dates** are included.
   Example - Trip from St. Louis to Chicago 11/01/05-11/06/05
   The business travel dates may differ from the departure/return dates if the traveler is adding on personal days to the trip.

2. **Acknowledging Manager’s Approval**
   Ensure that the full name (not the e-mail) of the manager that has pre-approved this trip is included.

3. **Fund Number/Funding Source**
   Sufficient information should be included to identify the funding source for this trip such as the name of the funding source or the six-digit fund number.

4. **Trip Purpose**
   If **Other** is selected, then the trip purpose should be noted in the **Trip Description** box.
5. **Trip Description** [Required if any of the below apply]
   - Must include **trip purpose** if **Other** was selected in the **Trip Purpose** box.
   - **Personal Dates of Travel** - If the traveler is adding personal days to their trip
   - **Not Booking a Hotel with this Reservation** – The traveler must provide a reason for not booking a hotel with this reservation. If the traveler is attending a conference then one of the following must apply:
     - conference requires that the traveler book the hotel directly through them
     - the Amex rate is greater than the rate offered through the conference. Both the Amex rate and the conference rate must be noted
   - Any additional information that your unit may require to consider this request for approval.

6. **Additional Estimated Trip Cost**
   The traveler must identify the **total** additional estimated cost of the trip **not included in this booking**. Some units may require an itemization of these costs.

7. **Trip Number**
   Ensure that a valid 7-digit trip number is entered. For trips with a pre-payment prior to 10/24/05, the format will be A92xxxx. For trips booked 10/24/05 and after, the format will be A06xxxx.