



**FREMONT UNION HIGH SCHOOL DISTRICT**  
**AIRLINE RESERVATION AND**  
**TICKET PURCHASING FORM**

Name of Originator:

Date of Request:

School/Site:

**INSTRUCTIONS:**

- Please complete this form at least 4 weeks prior to departure date
- The least expensive fares often require 6 weeks or more advanced notice
- All information on the form must be for the same flight (date, time, etc.)
- Departure & arrival times cannot be guaranteed
- The "Name of Originator" is the person who is completing this form
- Please e-mail the form and any questions to Ruth Sandoval

**GENERAL FLIGHT INFORMATION:**

Preferred Airline:

Flight # (if known):

Total # of Passengers:

**ORIGINATING FLIGHT**

**RETURN FLIGHT**

**Departing Information**

**Arrival Information**

City:

City:

Date:

Date:

Time:

Time:

**Departing Information**

**Arrival Information**

City:

City:

Date:

Date:

Time:

Time:

**PASSENGER INFORMATION:**

Passenger Legal Last Name (as appears on ID)	Legal First Name (as appears on ID)	Gender	Date of Birth	Conference Request #	Conf. Registration Requisition #	Hotel/Lodging Requisition #

**CODING INFORMATION FOR TICKETS:**

Fund	Res	Yr	Obj	Sub Obj	Goal	Func	Cost Ctr	Site	Mgr	%

Date Warrant Needed:

Click Button to E-mail Form: