

Gulfport School District Credit Card

Travel Request Form

Email to: tammy.smith@gulfportschools.org

Personal Information	
Traveler name	
E-mail	
School or Department	
Airline Travel Information	
Name on Identification used to board plane	
Birthdate	
Male/Female	
Cell Phone Number	
Destination	
<i>All reservations will depart from Gulfport/Biloxi International Airport</i>	
Departure date	
Preferred departure time (e.g., morning, mid-day, evening)	
Return date	
Preferred return time (e.g., morning, mid-day, evening)	
Lodging Information	
Name of Hotel	
Discount Room Rates Associated with Conference (Name of Conference)	
Location of Hotel (address, city, state)	
Phone number of Hotel	
Room preference (e.g., king, double, single)	
Number of persons in room	
Check In/Check Out Dates	
Conference/Workshop Information	
Name of Conference/Workshop	
Dates of Conference/Workshop	
Fee of Conference/Workshop	

The following items must accompany this form:

1. Leave slip signed by employee and supervisor
2. Airline Ticket Reimbursement Agreement with copy of driver's license or state issued ID
3. Two airline quotes (different airline) for flight (Do not use travel agent for quote).
4. Registration Fee Reimbursement Agreement
5. Room Reservation Confirmation
6. Conference/Workshop Agenda

All necessary information is required before any reservations will be made.