

# UTravel Book Car and/or Hotel

Please use this form **ONLY** if you need a rental car and/or a hotel reservation. If you need to book flights, please use the "UTravel Book A Trip" form.

Does this traveler have an existing reservation for this trip booked with the Onsite Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Concur Request ID: (If you are filling this out at the same time as the Request Trip form you do not need to complete this)	
Traveler Email Address:			
Traveler Name: (First, Middle, Last)			
Traveler Cell Phone #:		Other Phone #:	
Traveler Campus Address		Traveler Airline Frequent Flyer #:	
Is the traveler 25 or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the traveler have a major credit card in their name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the traveler have a valid US driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Would you like to reserve a car? (Car rentals can only be reserved. Cannot be prepaid.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to reserve a hotel? (A personal credit card is required to book a hotel room with the onsite agency.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Information:			

**NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:**  
 Kayleigh: [Kayleigh.Kirkpatrick@utah.edu](mailto:Kayleigh.Kirkpatrick@utah.edu)      Shanna: [shanna.futral@utah.edu](mailto:shanna.futral@utah.edu)