UTravel Book A Trip

If you are a Guest Traveler in need of flights, please fill out this form. If you only need a rental car or a hotel, please fill out the "UTravel Book Car and/or Hotel" Form. Guest lecturers for the Guy F. Atkinson Distinguished Lecture Series do not need to book a hotel.

Traveler Information

Traveler's Last Name:	
Traveler's First Name:	
Traveler's Middle Name/Initial:	

Traveler's Date of Birth (mm/dd/yyyy):		Traveler's Gender:	☐ Male ☐ Female ☐ Employment Applicant ☐ N/A – In Profile
Traveler Phone Number:		Phone Type:	☐ Personal Cell ☐ Home ☐ Business

Frequent Flyer #:	
Known Traveler #:	

A unique number assigned to "known travelers" from whom the federal government has already conducted a threat assessment and has determined do not pose a security threat.

Redress #:	

A unique number that helps TSA eliminate watch list misidentification.

Reserve Car Rental?	☐ Yes ☐ No	Reserve Hotel Room?	☐ Yes ☐ No

Flight Information

Preferred Seating:	☐ Window ☐ Aisle ☐ N/A	Fly America Act: (For Travel Delegates Only)	

Type of Fare	☐ Any Fare Type ☐ Highly Restrictive Fare: No Changes or Advance Seat Assignments ☐ Lowest Nonrefundable Fare: Penalties for Changes ☐ Delta State Contract Fare: Refundable/Changeable (Employee Business Travel Only) ☐ Business/First Class Fare: 8+ Hour Flight Segments
Round Trip or One-Way	☐ Round Trip ☐ One-Way

Flight segments continued on the next page*

*If you already have a PDF of your itinerary, please send that to the Travel Delegate assisting you along with this form.

NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:
Kayleigh: Kayleigh.Kirkpatrick@utah.edu   Shanna: shanna.futral@utah.edu

Clear Form

Segment #1 (Required)

Departure Date: (mm/dd/yyyy)		Airline:			
Flight #:					
Departure City:		Depart Time: (Specific Time)			
Arrive City:		Arrive Date: (mm/dd/yyyy)		Arrive Time: (Specific Time)	

Segment #2 (If necessary)

Departure Date: (mm/dd/yyyy)		Airline:			
Flight #:					
Departure City:		Depart Time: (Specific Time)			
Arrive City:		Arrive Date: (mm/dd/yyyy)		Arrive Time: (Specific Time)	

Segment #3 (If necessary)

Departure Date: (mm/dd/yyyy)		Airline:			
Flight #:					
Departure City:		Depart Time: (Specific Time)			
Arrive City:		Arrive Date: (mm/dd/yyyy)		Arrive Time: (Specific Time)	

Segment #4 (If necessary)

Departure Date: (mm/dd/yyyy)		Airline:			
Flight #:					
Departure City:		Depart Time: (Specific Time)			
Arrive City:		Arrive Date: (mm/dd/yyyy)		Arrive Time: (Specific Time)	

Additional Information

Does the traveler have unused flight credits? ☐ Yes ☐ No ☐ Unsure – Have Agent contact me

Additional Information: