Guest Travel Information

Guest's Name (as it appears on the government issued form of identification that will be shown at the airport): Click or tap here to enter text.

Guest's email address: Click or tap here to enter text.

Guest's cell phone number: Click or tap here to enter text.

Guest's date of birth (mm/dd/yyyy): Click or tap here to enter text.

Funding Source or Worktags, if known: Click or tap here to enter text.

Business Purpose: Please give us an event description (including where & when), as well as a rationale for the guest's visit. Click or tap here to enter text.

Departure Date (mm/dd/yyyy):Click or tap here to enter text.

Return Date (mm/dd/yyyy): (University policy allows for travel to begin and end one day before and after business purpose. If it is necessary to travel beyond these dates, please explain why. If personal travel is involved, please provide us with an [airfare comparison [pdf]](#) based on the dates related to the business purpose.) Click or tap here to enter text.

Departure City (If not departing/returning from Columbus, please explain why not): Click or tap here to enter text.

Return City: Click or tap here to enter text.

Total Estimated Cost: $Click or tap here to enter text.

    Airfare/Personal Auto Mileage/Rental: $Click or tap here to enter text.

    Will the guest be booking their own travel and receiving reimbursement, or will you be booking their travel through [Corporate Travel Planners](#) (CTP)? Click or tap here to enter text.

    Mileage = total miles * $0.575; ([airfare comparison [pdf]](#) required; please consult Rental Car [Guidelines [pdf]](#) if applicable) Click or tap here to enter text.

    Hotel (Please provide the hotel name and cost estimate for the room you will be booking for your guest): $ Click or tap here to enter text.

    Shuttle, Taxi, etc.: $ Click or tap here to enter text.

    Parking: $ Click or tap here to enter text.

    Business Meal(s): $ Click or tap here to enter text.

    Honorarium (Please also note if the guest is represented by an agency): $ Click or tap here to enter text.

    Other: $ Click or tap here to enter text.