

Passenger Details: It is **essential** that the information **YOU** provide here matches the information on your **Government ID** used at the airport. Incorrect information could result in **denial** to board your flight. 7-25-23



Flight Authorization Form

Full Name: First –Middle- Last	Cell Phone #:	Gender:	Date of Birth:	Global Entry/TSA # : (if applicable)

→ Traveling To:

Date of Departure:	Destination: Where are you going?	Departure Location:	Preferred time of departure: AM/PM Round About What Time if Possible?	What time must you arrive at your destination?	Preferred Airline of choice: <i>If possible</i>

← Traveling Back:

Date of Departure:	Returning From (Flying out of):	Destination Location:	Preferred time of Departure: AM/PM Round About What Time if Possible?	Preferred Airline of choice: <i>If possible</i>

For Billing TA & Additional Info:

FUND:	ORGANIZATION:	ACCOUNT:	PROGRAM:	ACTIVITY:

***Any additional pertinent information that you would like KYSU Travel Coordinator/AAA to know regarding your flight:**

Maximum \$ Amount Flight is NOT to exceed:	Will KSU Travel dept. be booking & paying for this flight on your behalf, or will you book the flight yourself and submit a travel request voucher for reimbursement upon returning?