



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

⬅ **Traveling Back:**

Date of Departure:	Returning From (Flying out of):	Destination Location:	Preferred time of Return: <b>AM/PM</b> 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 <b>NOT</b> to exceed:	Will <b>KSU Travel dept.</b> 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?