

**INTER-ISLAND TRAVEL RESERVATIONS INFORMATION**  
(Turn this form in to your secretary at least 1-1/2 weeks prior to trip date)

**Traveler (s) name(s):** 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Source of funds (account number):** \_\_\_\_\_

Check the following: (ATTACH COPY OF ITINERARY)

	<b>eTickets</b> – Secretary's P-Card; inform secretary of airlines flight #, etc.
	<b>PURCHASED AND BOOKED TICKETS BY TRAVELER</b>

Airline confirmed reservations with: \_\_\_\_\_ Confirmation No. \_\_\_\_\_

Destination of travel: \_\_\_\_\_ (Hon/Maui/Kona/Hon or Hon/Hilo/Hon, etc.)

**Airline Reservations:**

<b>DEP</b>	Honolulu to	Date
	Time a.m. p.m. Flight #	Airlines
<b>RET</b>	to Honolulu	Date
	Time a.m. p.m. Flight #	Airlines

**Car Rental Reservations** -P.O. Required - ALAMO RENT A CAR: Phyllis 836-6740 (1-800-732-3232)

Vendor: \_\_\_\_\_ Rate per day: \$ \_\_\_\_\_  
Confirmation #: \_\_\_\_\_

Please inform Car Rental Company of our Corp. I.D.:

UH P-Card \_\_\_\_\_ Budget: BCD W116104 Alamo: 698958  
UH P.O. \_\_\_\_\_ Plan Code: BX  
Or Personal Credit Card \_\_\_\_\_

*Reminder:* Bring back Rental Agreement so we are able to process document for payment.

**Purchase Orders Require – 5 working days**

**Hotel**

Hotel Name: \_\_\_\_\_ Rate per night: \_\_\_\_\_ # of Nights: \_\_\_\_\_

**Purpose/Justification of Trip:**

\_\_\_\_\_  
\_\_\_\_\_

Person(s) expected to contact on trip: \_\_\_\_\_