

TRAVEL REQUEST FORM



BROWN



TRAVELER INFORMATION

*Legal First Name:

as it appears on your government-issued ID

*Legal Middle Name/Initial:

as it appears on your government-issued ID

*Legal Last Name:

as it appears on your government-issued ID

*Traveler Affiliation: ☐ Faculty ☐ Staff ☐ Student ☐ Guest/Visitor

*Date of Birth:

*Gender:

*Cell Phone:

*Email Address:

FUNDING & PAYMENT INFORMATION

*Is this international travel being charged to a Sponsored Project?

☐ Yes ☐ No

*Travel Business Purpose:

ITINERARY INFORMATION

*Leaving From:

*Going To:

*Departure/Start Date:

*Approximate Departure Time:

*Return/End Date:

*Approximate Arrival Time:

Delegate's Email:

for receiving copies of ticket itineraries

Hotel Accommodation

Required?

Faculty & Staff only

☐ Yes ☐ No

*Fields Required for Booking Reservations

TRAVEL REQUEST FORM



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Rental Car Required? ☐ Yes ☐ No

Rail Reservation Required? ☐ Yes ☐ No

Additional Comments/Special Instructions:

FOR INTERNATIONAL TRAVEL ONLY

Passport Number:

Passport Expiration Date:

Passport Country of Issue:

FOR GUEST/VISITOR & STUDENT TRAVEL ONLY

Approving Faculty/Staff Member:

*name of the individual responsible for approval
and providing payment information*

Driver Worktag:

Sponsoring Department:

Guest/Visitors and Students are not permitted to book directly with World Travel using personal credit cards. You must either provide World Travel with a departmental travel card or submit a separate [Central Travel Card Usage Request form](#) to use Brown's Central Travel Card.

Please remit to brownu@worldtravelinc.com.

*Fields Required for Booking Reservations