

University of Dubuque Aviation

Travel Request Form

Email to: mphillips@dbq.edu

Personal and Billing Information	
Passenger Name	
E-mail	
Department	
Cell Phone and Office Ext.	
Passenger Name	
E-mail	
Department	
Cell Phone and Office Ext.	
Passenger Name	
E-mail	
Department	
Cell Phone and Office Ext.	
Passenger Name	
E-mail	
Department	
Cell Phone and Office Ext.	
Passenger Name	
E-mail	
Department	
Cell Phone and Office Ext.	
Approximate luggage weight	
Travel Information	
Destination	
Departure Date	
Time you need to be at destination (morning, afternoon, evening)	
Return date	
Time you need to return (Morning, afternoon, evening)	
Rental car program name(s) and number(s)	
Rental car preference (GPS, compact, mid-size, luxury)	