

# University of Dubuque Aviation

## Travel Request Form

Email to: [mphillips@dbq.edu](mailto:mphillips@dbq.edu)

Personal 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.	
<b>Approximate luggage weight</b>	
Travel and Billing Information	
<b>Destination</b>	
<b>Departure Date</b>	
Time you need to be at destination (morning, afternoon, evening)	
<b>Return date</b>	
Time you need to return (Morning, afternoon, evening)	
Rental car program name(s) and number(s)	
Rental car preference (GPS, compact, mid-size, luxury)	
<b>Billing</b>	
Department/Individual to bill	