



Employee Information

Name: _____ Cell Phone # _____

Birthdate: _____ Email Address: _____

Emergency Contact & Phone # _____

Relationship: _____

Name of Beneficiary: _____ Relationship: _____

*Travel insurance is purchased for international travel

Credit Card Information

Name as it appears on card: _____

Billing Address: _____ Card Type: _____

_____ Exp. Date: _____

Card Number: _____ CVS Code: _____

(Airline tickets and conference registration will be purchased on College credit card, but hotel and rental car will be reserved on personal credit card. Employee should turn in receipts for reimbursement after returning from trip. This form will be kept in a secure drawer and will be shredded after trip unless employee gives written consent that it be kept on file for future travel by initialing here.) _____

Frequent User Numbers

American _____ Hilton Honors _____

United _____ Marriott _____

Delta _____ Priority Club _____

Southwest _____ Starwood _____

Air Tran _____ Alamo _____

Enterprise _____

Copy of driver's license must be included.

A copy of passport must be included for international travel. If passport expires within 6 months after departure, it must be renewed prior to departure.