

Washburn Law Faculty Travel Information Details

Submit to: Donna McMurry

Faculty Name

Destination (City & State)

Preferred destination airport

Reason for travel

Has this been approved by the Dean?

Yes ____ No ____

Frequent Flier Number(s)

Date of Departure

Desired time of arrival at destination

____ a.m. ____ p.m.

Date of Return

Desired time of departure from destination

____ a.m. ____ p.m.

Preferred seating

____ aisle
____ window
____ middle

Hotel Accommodations for event

Hotel Name

Telephone number

Hotel reward number

Are rooms blocked for event?

____ yes ____ no

If so, is there a group name or number?

Office Use Only

Date Received
