

# AIRFARE REQUEST

Traveler, in order to have your airfare charged directly to a University account, first call a UNC-authorized travel agency. A list of these agencies can be obtained through this link

(<https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/sysops/travel/airfare-request>) (Please \*disregard\* the rest of the instructions on that page - you do not need to complete the ConnectCarolina process described. Just use that page for the travel agencies' contact info.)

Obtain a quote from an agent, complete this form, and send the form via email to [wswindel@email.unc.edu](mailto:wswindel@email.unc.edu). I will submit this information into the ConnectCarolina Web Travel system and provide the approved "C number" to both you and to the travel agent used to book your ticket.

**If the traveler is NOT a UNC Affiliate (faculty, staff, or student) we must have a W-9 or Independent Contractor form completed prior to submitting an Airfare Request form. Please see me if you have any questions about this process.**

**Full Name** as it appears on your driver's license or ID:

**PID** (from your ONE Card:

**Travel From** (city and state/country):

**Travel To** (city and state/country):

**Departure Date:**

**Return Date:**

**Purpose of Trip** (present paper, chair panel, etc.). Please include name of conference and title of paper:

**Travel Agency:**

**Airfare Amount:**

**Acct #/name (or "Arts & Sciences"):**