

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 pharris@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"):

Date Submitted: _____