



# PACIFIC STATES MARINE FISHERIES COMMISSION

## REQUEST FOR TRAVEL FORM

Date:	Purpose of Travel:
Full Legal Name (as it appears on passenger's government-issued ID used when traveling):	
Birth Date:	Dates of Meeting:
Gender:	Location of Meeting:
<b>Known Travel Number:</b>	Meeting Attendees:
Telephone:	
Email:	Project Code:

ATTACH COPY OF AGENDA, IF AVAILABLE.

### AIR

Preferred Airline/ <b>Frequent Flier:</b>	
TO:	Date of Departure:
	City of Departure:
	City of Arrival:
	Flight Number and Time of Departure:
	Flight Number and Time of Arrival:
FROM:	Date of Return:
	City of Departure:
	City of Arrival:
	Flight Number and Time of Departure:
	Flight Number and Time of Arrival:

### HOTEL

Requested Hotel:	Check In Date:
Location:	Check Out Date:
Specific Reservation Requests:	

### RESERVATION GUARANTEE

**TRAVELER MUST HAVE CREDIT CARD TO RESERVE AND PAY FOR HOTEL ROOM UPON CHECK OUT**

Credit Card Type:	Credit Card Number:
Expiration Date:	Name on Credit Card:

### RENTAL CAR

**TRAVELER MUST HAVE CREDIT CARD TO RESERVE AND PAY FOR RENTAL UPON CAR RETURN.**

Requested Company:	Pick-Up Date:
Size:	Return Date:

Authorization Signature for Travel:	DATE:
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ATTACH A COPY OF THIS FORM TO YOUR TRAVEL VOUCHER.