**UW Oshkosh Travel Reservations Request**

Guest Student Job Candidate

***\*For student travelers: The student should contact their sponsoring department to initiate a booking.***

***The sponsoring department should submit a student travel request form on their behalf.***

**1 – Traveler Information**

**Name (first, middle, & last):** **Gender:**

Male

Female

***This is how it appears on traveler’s government issued ID***

**Phone Number**: (include area code)  **Email Address:**

Home Work Cell

**Date of Birth: Passport Number: TSA Redress #: TSA Pre✓**

Must be collected from traveler prior to ticketing. In the event that you are unable to collect this

information, we will contact the traveler directly to obtain the required information prior to issuing tickets.

Please Note: Any delay could cause a fluctuation in pricing and flight availability.

Effective 2009, in accordance with the secure flight program, the Transportation Security Administration

requires airline carriers to collect this information to ensure it is added to reservations for pre-flight

screening. You must provide this information for the travel reservationist to complete your request. For

more information, visit [www.tsa.gov](http://www.tsa.gov).

**2 – Provide Flight Information**

Round Trip ✈Flight Information✈ One-Way

**From (City, State): To (City, State):**

**Departure Date: Return Date:**

**3 – Attach the airfare itinerary containing price information to this completed form.**

**4 – Obtain Account Authorization**

**UW-O Account to be Billed:**

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5 – Send this original form to Michelle Highley,** [**highleym@uwosh.edu**](mailto:highleym@uwosh.edu)**, 920-424-0837**