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**REQUEST FOR USE OF UWGB AIRFARE CARD**

Travel Authorization form must be approved prior to purchase of airfare. Please send competed form to travel@uwgb.edu along with copy of the agenda.

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| First Name: |            |  | Last Name: |            |
| Trip/Conference Name: |        |
| Date From: |         |  | Date To: |        |  | Travel Authorization Approved? |        |
| Extra Travel Days Due to Personal Travel? |            |
| Funding Code: |       |
| Comments: |            |

You will receive an email once the card is loaded into your profile. When booking the flight, use the card ending in 8939. Make sure the flight is within $150 of the lowest offered option. Click on Show all details of the flight you want:

1. Concur will show you flights that out of compliance with a symbol.
2. The  symbol means the flight is Basic Economy nonrefundable, if the flight is cancelled or missed, no credit would be issued and the University would be out the entire cost of the flight. Do not book Basic Economy flights if possible. Instead, click Show all details for the flight and more ticket options will appear. It is possible that the same flight is available in a standard ticket.
3. The  symbol shows for flights that you can purchase. They will still be Non-Refundable, meaning the money will not go back on the card in the case of the traveler cancelling the flight, however, credit will be issued for use in the future (change fees will apply).

Email me the final invoice to travel@uwgb.edu.

Trips involving extra days due to personal travel must have flight comparison between business-only travel and travel with extra days included. The university will only fund the lesser of the two amounts.