

NORTHWESTERN UNIVERSITY – TRAVEL REQUEST

Date 08/20/18

Chart String

110	2000100			
Fund	Dept	Project	Activity	Account

Request that travel be authorized for:

Name(s): Willie Catz & Bowling Team

Team/Department: Bowling

Destination(s): Clayton, Missouri

Purpose: NCAA Bowling Championships

Travel Dates: 4/10/19-4/14/19

Flight Arrangements

Please include all connecting flights

- ☐ Paid with Credit Card
☐ Please confirm with Travel Agent

Date	Airline & Flight #	From (Airport)	To	Depart Time	Arrival Time	Remarks
4-10-18	UA 4921	ORD	ATL	10:00am	12:02pm	\$159.72/person
4-10-18	UA 819	ATL	STL	2:06pm	3:15pm	Connection - \$250/person
4-14-18	UA 563	STL	ATL	8:45am	11:05am	\$231/person
4-14-18	UA 100	ATL	ORD	12:12pm	1:28pm	Connection - \$140.40/person

Fare: \$781.12 # of Travelers: 6 ATH

Recruiting Travel

Please complete this section if the purpose of travel is recruiting

* C = Contact E = Evaluation

Date	Recruit Name(s)/Event(s)	High School/Site	City/State	Visit Type*

Advances

I certify that I am requesting this amount for University-related activities in support of the business purpose listed and in accordance with University policies and procedures and that I have not previously received reimbursement from Northwestern University or any other entity for the estimate I am submitting on this form.

Person requesting advance: Willie Catz Amount: \$ 3,500.00

- ☐ Check
☒ Direct Deposit

Approvals

Requestor Willie Catz Date 8/20/18

Compliance _____ Date _____

Supervisor _____ Date _____

White: Submit to Business Office prior to travel

Yellow: Submit with expense report after completing travel

Pink: Keep for your records