

**HIDALGO COUNTY PURCHASING DEPARTMENT
TRAVEL REQUEST FORM
USING THE STATE OF TEXAS TRAVEL CARD**

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: _____

Department: _____ Requestor: _____ EXT: _____

Number of Employees: _____

Employee(s) Name (DOB if requesting airfare): _____

Destination: _____

Name of Seminar/Conference: _____

Travel Account Number: _____

HOTEL: Req. #: _____ P.O. #: _____

MUST REQUEST CHECK FOR HOTEL

Hotel Name: _____ Hotel Address: _____

Number of Rooms: _____ Hotel Phone Number: _____

Check In: _____ Check Out: _____

Single Bed or Double Beds Room Rate: _____

AUTO: Req. #: _____ P.O. #: _____ Vendor # 275875

Rental Location: _____ Type of Vehicle: _____

Date/Time of Pick up: _____ Date/Time of Drop off: _____

AIRFARE: Req. #: _____ P.O. #: **CITIBANK vendor #: 343277**

Refundable: YES NO Airline Name: _____

Departure Date/Time: _____ Return Date/Time: _____

Signature: Elected Official/Department Head Date

Original Signature is required

For Purchasing Department Office Use Only

Approval from Executive Office: _____ DATE: _____

Hotel Confirmation: _____ Spoke to: _____ Credit Card # _____

Auto Confirmation: _____

Flight Confirmation: _____

Credit Card Authorization Form Hotel: _____ Faxed back to Hotel: _____

HCPD-TRAVEL-2011 REVISED 2014

CC APPROVED ON: 1/06/2015