

**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: _____

REGISTRATION: Req.# _____ P.O. # Citibank vendor #:343277

Conference/Seminar, Webinar: _____

Date: _____

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 2018 CC APPROVED ON: 2-20-18