

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: _____