



New School University Travel Request

Purchasing
80 Fifth Avenue, suite 803
212-229-5323 (phone) 212-229-5322 (fax)



Today's Date _____

Traveler(s) _____

Destination _____

Purpose of Trip _____

Date of Departure _____ **Date of Return** _____

Department Name _____ **Office Number w/Ext.** _____

Department Address _____ **Room Number** _____

Deliver Tickets to: Department Other location (please specify) _____

Traveling by: Air Railroad

If traveling by air, will it be E-ticketed? Yes No

FOAP(s) to be Charged _____

Date _____ **Dean-s Signature** _____

Instructions:

- Complete all the information requested above and obtain approval from your Dean or Budget Director. Please note that travelers cannot approve travel requests for themselves.
- If your departure date is less than twenty-one (21) business days from the date you complete this form, hand-deliver or fax this approved form to Purchasing.
- Within 24 hours of delivering this form to Purchasing, you may contact the university's designated travel agency to prepare your itinerary. Call Sandra Berg at Stevens Travel, 212-696-4300 extension 242. Give her your name and she will be able to look up your Travel Authorization Number. A copy of your Travel Authorization Number will be sent to your department via interoffice mail. If she does not have a Travel Authorization Number on file for you, contact Purchasing immediately.
- For more information, visit our website at <http://www.newschool.edu/admin/adminservices>