

UNIVERSITY OF TENNESSEE
ACCOUNTS PAYABLE DEPARTMENT

Application for Direct Bill of Airfare and/or Car Rental

PREPARED BY _____ PHONE _____ DATE _____

DEPARTMENT NAME _____ DEPARTMENT ADDRESS _____

AIRFARE _____ CAR RENTAL _____ BOTH _____

TRAVEL DATE(S): _____ TRIP NUMBER: _____

FLIGHT ORIGINATING CITY: _____ DESTINATION: _____

CAR PICKUP CITY: _____ CAR RETURN CITY (IF DIFFERENT): _____

TRAVELER'S NAME: _____ PERSONNEL #: _____
FIRST MIDDLE LAST
(Exactly as it appears on the government issued ID that you will be using at the TSA Airport Security Checkpoint otherwise admittance may not be allowed.)
Cell Phone # (to be used in case of flight delays): _____

ACCOMPANIED BY: _____

PURPOSE OF TRIP: _____

PER NEW TSA REGULATIONS, THE FOLLOWING INFORMATION IS REQUIRED FOR COMMERCIAL AIR TRAVEL:

DATE OF BIRTH: _____ GENDER: _____

TA NUMBER: _____	DATE PAID: _____
DATE ASSIGNED: _____	AMOUNT PAID: _____
BY: _____	DATE CANCELED: _____

I authorize charges for the above-requested airline ticket and/or car rental to be charged directly to the account number below.

DEPARTMENT HEAD SIGNATURE _____ COST CENTER/WBS/ORDER TO BE CHARGED _____ G/L ACCT. _____

This form is to be used for all direct bill of airfare and/or car rental. An approved travel request must be completed prior to submission of this form for all travel.

(SEE INSTRUCTIONS ON BACK)

1. Requirements for Purchase of Direct Payments of Airline Tickets and/or Car Rental

To receive air transportation tickets in advance, the department must submit to the Treasurer's Office an application requesting direct bill of airfare and/or car rental. Out-of-state travel must have an approved Travel Request in the IRIS Travel System. In-state travel requires the completed application only. A copy of the government issued identification (i.e., passport, driver's license) that will be used at the airport must be attached to the T-25 form in order to verify the name. You may black out any information other than the name. If any of this information is not provided, a direct bill authorization will not be issued. Upon assigning the travel agency's authorization number, the agency may be contacted to make arrangements for the trip and delivery of the tickets.

2. Direct Payment

The original invoice will be sent directly to the Treasurer's Office by the travel agency. The approved application form will be used as authority to charge the department account. The amount of the airfare and/or car rental will appear on the departmental ledger as an SA document and will include the TA number and traveler's name.

3. Unused Tickets

Any ticket or portion of a ticket not used must be returned immediately to the agency. A letter should be written to the agency asking for the credit or refund. The Treasurer's Office should be notified immediately of any changes. It is the responsibility of each department to obtain the correct amount of refund or credit.