STATE AIRFARE PURCHASE AGREEMENT FORM

Instruction:

1. Airfare purchase is for Official University Business only
2. Fill out this form for State airfare purchase
3. Fax or email completed and approved form as an attachment to Accounting at: fax # 415-920-2505 or email: stateairfare@accounting.ucsf.edu
4. For Business or First Class airfare, send original Exception to Policy Approval letter to Accounting, Box 0812, Attn: Travel Supervisor prior to booking.
5. For foreign traveler, fax (415-920-2505) copy of visa prior to booking to Accounting – Travel Supervisor
6. For group travel, attach a list of travelers names to this form

Request Date: _____

EMPLOYEE ID						**TRIP DATE**		
NAME						**DESTINATION**		
ADDRESS						**AMOUNT INCLUDING SERVICE FEE**		
CITY		**ST**		**ZIP**				
PURPOSE OF TRIP								

FAX OR EMAIL COMPLETED FORM TO:

Fax # : 415 920-2505 or 415 476-2100

Email: stateairfare@accounting.ucsf.edu

For reservations go to: www.felltravel.com/ucsf.html

PLEASE SEND eTICKET TO :

University of California, San Francisco

ATTENTION	
DEPARTMENT	
Address/Room/Box #	

CITY		**ST**		**ZIP**	

SPEEDCHART# For This Purchase (5 digits)

__ __ __ __ __ **A 7 0 3 0**
(In California)
OR
__ __ __ __ __ **A 7 0 7 0**
(Out of State Airfare)

NOTE: Speedchart number must be set up for fund and dpa. If no speedchart has been set up, send Speedchart Request Form (http://acctg.ucsf.edu/FILES/PC/SPCHT.XLS) to speedchart@accounting.ucsf.edu as it is required for AP payment process on State airfare purchase

BTA SUB-ACCOUNT NUMBER
(Default Speedchart Number)

A
___ ___ ___ ___ ___ ___

NOTE: BTA Sub-account must be set up before State Airfare purchase. Send completed BTA Sub-account Enrollment Form: http://acctg.ucsf.edu/accounts_payable/forms/State_Airfare_BTA_Department_Enrollment_Form.pdf to Accounting- Travel Supervisor

Prepared By _____
Email Address _____
Phone No. _____
Box No. _____

X _____
Authorized Signature & Date

Print Name _____
Title _____

SPECIAL TICKET DELIVERY INSTRUCTION: