

# FRANK ORTH *and Associates*

## TRAVEL REQUEST

Current Date \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_  
DESTINATION \_\_\_\_\_  
PURPOSE OF TRAVEL: \_\_\_\_\_  
Date(s) of Travel \_\_\_\_\_

Do you need Air Plane/Amtrak Reservations? Please indicate the dates you would like to leave and return with the approximate times you would like to leave and return?  
\_\_\_\_\_  
\_\_\_\_\_

Will you need a car? YES \_\_\_\_\_ NO \_\_\_\_\_  
**\*Please note in order to rent a car you must be 25 years old. If you are not 25 years old you will have to use public transportation or arrange other means of transportation in order to complete your job responsibilities.**

Will you need a hotel? YES \_\_\_\_\_ NO \_\_\_\_\_  
If you will need a hotel, do you have a preference? If so, what is your preference?  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: This form must be completed, approved by your project leader, and faxed to Gene Gordon at FOA (425) 828-6080

**Once this form is submitted and reservations are made, you will be responsible for any cost associated with making changes to existing reservations. You will be required to pay the cost for changes or have your Project Leader approve the changes being government related.**

(rev 11/21/02)

### FOA USE ONLY

Task Order to be billed \_\_\_\_\_

Air Fare Cost	\$
Lodging Cost	\$
Car Rental Cost	\$
Total Cost	\$