**COTTONWOOD, INC. TRAVEL REQUEST FORM**

**NAME OF TRAVELER:**

**FUNCTION:**

**FUNCTION LOCATION:**

**FUNCTION DATES:**

**(Please attach conference or class brochure to travel request form)**

**AIR TRAVEL**

**PREFERRED AIRLINE:**

**PREFERRED OUTBOUND DATE/TIME:**

**PREFERRED RETURN DATE/TIME:**

**HOTEL**

**PREFERRED HOTEL:**

**OTHER NEEDS**

**FOR AN ADVANCE CHECK REQUEST: TRAVELER MUST SUBMIT A PO REQUEST WITH AN ITEMIZED LIST OF ESTIMATED EXPENSES TO THEIR SUPERVISOR (AT LEAST TWO WEEKS PRIOR TO THE TRIP), WHICH WILL THEN BE SUBMITTED TO FINANCE. For per diem rates in the area of travel, Google “GAS Per Diem Rates” and search by city/state.**