

# Case Western Reserve University Travel Requisition

This Travel Requisition must be approved by the traveler's superior and must include the complete University Speedtype No. in order for the travel agent to honor this request.

Traveler's Name			Telephone	Agency Used	Speedtype No.
Purpose of the Trip			Delivery Address		
From	Date	Time	Carrier	Depart. #	Air Fare Amount
To					Approval Signature
To					
To					
To					Approved by (typed)
To					
Car Reservation (Optional)		Hotel Reservation (Optional)			Date Approved
TRAVELINE (440) 646-8525 FAX (440) 602-8099					