**TRAVEL** ACCOMMODATION REQUEST FORM

THE UNIVERSITY SEMINARS, COLUMBIA UNIVERSITY

**Send this form & valid ID to Giulie Monteleone at DMS Travel and Pamela Guardia at The University Seminars**

Pamela Guardia

Giulie Monteleone

pfg2106@columbia.edu

SeminarsGuest@DMStravel.com

212.854.2389

212-986-7557 ext. 1

**Travel funding must be approved in advance by The University Seminars office:** [**Travel Fund Requests**](http://universityseminars.columbia.edu/resources/travel-policy/).

Do you have travel funding? [ ] No [ ] Yes

What is the total budget for this guest? Click or tap here to enter text.

 SEMINAR INFORMATION:

Seminar Number:

Click or tap here to enter text.

Seminar Name:

Click or tap here to enter text.

Conference of Event Name (optional):

Click or tap here to enter text.

Date(s) of Seminar or Conference:

Click or tap here to enter text.

TRAVEL REQUEST:

Departure City:

Click or tap here to enter text.

Destination City:

Click or tap here to enter text.

If the guest will make the return trip to a different city (instead of a direct round trip), please indicate the return city.

*The traveling guest may plan to attend several events in different cities and ask us to pay for two parts of the journey instead of a direct round-trip flight. For example, a guest may fly from Colorado to New York City and then fly to San Francisco instead of making an immediate return to Colorado.*

Return City:

Click or tap here to enter text.

Dates of Travel / Total Length of Visit:

First date of travel:

Click or tap to enter a date.

Last Date of Travel:

Click or tap to enter a date.

Is the traveler extending their stay to attend another event or for personal reasons?

[ ] No [ ] Yes **If YES, a COMPARISON FLIGHT QUOTE is REQUIRED**.

*Columbia University will only allow us to pay for the cost of a flight directly to and from the seminar-related event. Any flight that lands in another city or lands more than a day before or after the event will be compared to the cost of a flight that lands in NYC immediately before and after the event. We will pay up to the cost of that flight. Any cost above that will be charged to the traveler.*

Direct any questions about policy to Pamela Guardia: pfg2106@columbia.edu.

Travel Type:

[ ] Flight [ ] Amtrak [ ] Other Train Travel

Travel Date:

Click or tap to enter a date.

Return Travel Date:

Click or tap to enter a date.

Additional Travel Information:

Click or tap here to enter text.

TRAVELER INFORMATION:

*TO PREVENT PROBLEMS BOARDING or EXPENSIVE TICKET CORRECTIONS,* ***the information provided below must be identical to information on valid passport or ID.*** *Send a copy of the passport, driver's license or other official ID that you intend to use for travel so that your tickets will match exactly.*

The Department of Homeland Security mandated that the below information be provided for all airline bookings. Tickets will not be issued without the below information.

Last Name:

Click or tap here to enter text.

First Name:

Click or tap here to enter text.

Middle Name or Initial:

Click or tap here to enter text.

Date of Birth (MONTH/DAY/YEAR):

Click or tap to enter a date.

Gender:

[ ]  Female [ ] Male [ ] Non-Specific

*For International Travelers and Domestic Passport Holders*

Passport Number:

Click or tap here to enter text.

Country of Issue:

Click or tap here to enter text.

Country of Citizenship:

Click or tap here to enter text.

Country of Birth:

Click or tap here to enter text.

Issue Date of Passport:

Click or tap here to enter text.

Expiration Date of Passport:

Click or tap here to enter text.

Redress Number (if any, issued to you by TSA):

Click or tap here to enter text.

Known Traveler Number (if any):

Click or tap here to enter text.

*For ALL Travelers*

*Contact details will be shared with the airline in case of any irregularity*

Email:

Click or tap here to enter text.

Cell Phone:

Click or tap here to enter text.

Office Phone:

Click or tap here to enter text.

Home Phone:

Click or tap here to enter text.

Emergency Contact First name Last name:

Click or tap here to enter text.

Emergency contact relationship:

Click or tap here to enter text.

Emergency contact phone number:

Click or tap here to enter text.

Emergency contact e-mail address:

Click or tap here to enter text.

 OPTIONAL INFORMATION

Seating Preference:

Click or tap here to enter text.

Meal Preference:

Click or tap here to enter text.

Frequent Flyer#:

Click or tap here to enter text.

*Verify that the name on your mileage accounts match your official ID to avoid the loss of airline miles.*

---------

**Submit this form to Pamela Guardia and Giulie Monteleone at DMS Travel. Include a copy of your passport, driver’s license or other valid ID to & valid ID to Giulie Monteleone. Contact Pamela Guardia at The University Seminars with questions about budget or policy.**

Pamela Guardia

Giulie Monteleone

pfg2106@columbia.edu

SeminarsGuest@DMStravel.com

212.854.2389 212-986-7557 ext. 1