AIR TRAVEL BOOKING & EXPENSE LOG

EMPLOYEE / TRAVELER NAME ______________________

DEPARTMENT / COST CENTER ______________________

PURPOSE OF TRAVEL ______________________

SUBMISSION DATE ______________________

DATE OF FLIGHT	AIRLINE / FLIGHT #	ROUTE (FROM - TO)	BOOKING REF (PNR)	CLASS (ECON/BIZ)	BASE FARE	TAXES & FEES	BAGGAGE/OTHER	TOTAL COST

Total Base Fare	
Total Taxes & Ancillaries	
Grand Total	

TRAVELER SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE