



Travel Information Request Form, (TIR)

Please complete the form below. Note: this Travel information Request Form must be submitted before any travel arrangements will be confirmed. Reservation requests received after 2:00pm will be processed by the next business day.

E-mail completed form to: Travel@uhd.edu or Fax to: 713-226-5297

Date of Request:	
Requester's Name:	
Requester's Telephone:	
Requester's E-Mail Address:	
Fund Sources: (check one)	STATE LOCAL OTHER

Traveler's Name(s): (May use one form for multiple travelers if itineraries are the same.)

Last Name	First Name	M.I.

Airline Reservations				
Date	From (Specify Airport)	To (Specify Airport)	Departure Time	Arrival Time

Car Reservations				
Pick-Up Date	Return Date	Location (if other than airport)	Pick-Up Time	Return Time

Hotel Reservations				
Check-In Date	Check-Out Date	Hotel Name	Location	Special Request

Additional Comments & Requests:

List names of other travelers attending if traveling on state funds.

Travel Office Use Only

Traveler(s) Eligible for: (check if YES)
DART CARD for emergency Purpose
DART Hotel MasterCard