

History Department Events Travel Request Form

SPEAKER FEE

I understand that I will be paid a speaker's fee of [insert dollar amount here]. I will arrange and pay for ground transportation on my end, meals, and incidentals, but the University of North Texas will book and pay for my air travel and hotel for [insert number of nights] as described below.

TRAVEL ARRANGEMENT PREFERENCES

Flight Details

Please provide the following information if the university is booking your flight

Flight Dates: Depart _____ Return _____

Departure Airport (1st preference): _____

Departure Airport (2nd preference, if applicable): _____

Please provide three 2-hour windows of time (e.g. 6:00am – 8:00am) that do not overlap, in which you would like to depart from and return to your airport of origin:

Depart: _____
(1st preference) (2nd preference) (3rd preference)

Return: _____
(1st preference) (2nd preference) (3rd preference)

Hotel Details

Please provide the following information if the university is booking your hotel

Dates of Hotel Stay: Check-In _____ Check-Out _____

Hotel reservations will be made at a hotel in Denton up to the number of nights specified above and/or in your speaking agreement.

Special Requests or Accommodations:

Full Name of Traveler (as printed on your ID): _____

Required if flight is being booked on your behalf: **DOB:** _____

Signature

I acknowledge by signing this form that my travel preferences are not guaranteed, and travel arrangements will be made based on availability as well as the ability to fit within the budget for this event. Once this form is submitted to the History Department, changes to travel dates & times cannot be made by the traveler.