## UNIVERSITY OF TENNESSEE ACCOUNTS PAYABLE DEPARTMENT APPLICATION FOR FREE AIRFARE (UATP CREDIT POOL)

Person Making Reservation		Phone	Email
Department Name and Budget E	 ntity	Preferred Method of Con	tact: □Phone □Email
	•		
Free airfares are only available on the t	three airlines belo	ow.	
Airline: United□ Delta□	] Southwe	est□	
Fravel Dates:		Concur Request ID:	
Flight Originating City:		Destination:	
Traveler's Name:			PRN #:
First	Middle	Last	
may not be allowed PER TSA REGULATIONS, THE FOLLOWINDOB:	NG INFORMATION		
FOR TREASURER'S OFFICE USE ONLY	Gender:		case of flight delay)
TA NUMBER:			
DATE ASSIGNED:			
I understand that the airfare itinerary r		cur as an Available Evnense Sho	uld that occur I unde
that I need to delete the expense or I co	-	•	
erroneous reimbursement for this airfa		•	_
understand that I will be responsible f			-
Concur Expense Report.			
Signature of Traveler			ate

- 1. Email signed, completed form to <a href="mailto:lwelch1@tennessee.edu">lwelch1@tennessee.edu</a> for assignment of a TA number.
- 2. When you receive the TA number from the Treasurer's Office, email the form to <a href="UT@worldtrav.com">UT@worldtrav.com</a> and they will contact you to reserve your flight.