

RF Direct Travel Control # Request Form

Direct Travel
124 East Jefferson St.
Syracuse, NY 13202
(315) 472-7737 or (800) 472-7447

Date: _____

Control Number: _____

Requisitioned By: _____ Email: _____

Required – Account to Charge: Award: _____ Project: _____ Task: _____

Approved By: _____
(PI, Co-PI, or Supervisor signature, as appropriate - cannot be yourself)

Please check type of reservation(s):

☐ Airfare

☐ Train

☐ Other

Explanation if Other:

Traveler(s) Name(s): _____

Cost: Quantity: _____ x Amount: _____ = Total: _____
(number of travelers) (price per ticket)

Travel Dates: _____ to _____
(start date) (return date)

☐ Round Trip

☐ One Way

Location: From: _____

To: _____

Purpose/Justification:

Direct Travel Control # Request Instructions

- Step 1:** Complete a **Travel Authorization Form** and obtain all required approvals.
- Step 2:** Call Direct Travel at (315) 472-7737. Identify yourself as a Research Foundation for SUNY ESF employee.
- Complete the travel arrangements with the Direct Travel representative.
- Complete the ***Direct Travel Control # Request Form*** including complete project/Task/Award numbers
- Step 3:** ***Immediately*** email the completed ***Direct Travel Control # Request Form*** to Travel@esf.edu
- Direct Travel will only hold the reservation(s) for 24 hours.***
- Step 4:** The Business Office will call in the control number ***only if the paperwork is complete and all necessary information and signatures have been provided.***

** If there is a change causing the price of the ticket to be greater than what was originally requested, then a second request form is required for the difference before the bill can get paid. On the second request form, please reference that it is a change to the existing request and the reason for the change.*