****Thank you for considering Christopherson Business Travel to secure the travel arrangements for your attendees.

Many universities book annual events for a group of people not traveling together but traveling to a common destination to attend a meeting or conference. Before you send the invitations, we will need to collect some information from you that will guide us in securing their travel arrangements. Please fill out the details of this form and forward it to [university.travel@cbtravel.com](mailto:university.travel@cbtravel.com). One of our advisors will be more than happy to assist.

Today’s Date: Click or tap to enter a date.

Name of University:

Department within the University:

Name of the Event:

**Primary Contact**

Name:

Email:

Phone:

**Secondary Contact**

Name:

Email:

Phone:

Type of Travelers: Choose an item.

Estimated Size of Group :Choose an item.

Federally Funded: Choose an item.

Form of Payment for Airfare:

Is approval needed prior to booking: Choose an item.

If “Yes” then Approvers Name and Email Address:

Additional Email Addresses for Approval:

Please provide any specifics that you may have pertaining to dates/cities/preferred times listed below: