University of North Dakota

Airline/Amtrak Ticket Detail

**The University of North Dakota pays for COACH FARE ONLY.
Payment for business or first class is prohibited.**

Booking Information

The Airline/Amtrak Ticket Detail form may be completed to record the business purpose of an airline or Amtrak ticket charged to your Purchasing Card. A documented business purpose is required for all travel tickets purchased on a UND Purchasing Card. If this form is used, please attach it to the Statement of Account along with the invoice/itinerary for the ticket.

Individual Travelling

Travel Agency (Local or Internet)

Ticket Amount

Cardholder Name

Departue - City, State

Destination - City, State

Date of Departure

Date of Return

Purpose of Travel/Trip

Reset Form

Print Form