



**XAVIER UNIVERSITY OF LOUISIANA**  
**Office of Fiscal Services**

**USA TRAVEL AGENCY**  
**ELECTRONIC TRAVEL RESERVATION FORM**

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

**NAME OF TRAVELER:** \_\_\_\_\_

**EMPLOYEE'S ID#:** \_\_\_\_\_

**TELEPHONE**  
**NUMBER:** \_\_\_\_\_

**DATE OF TRAVEL:** \_\_\_\_\_

**PREFERRED TIME:** \_\_\_\_\_ **DEPARTURE** \_\_\_\_\_ **RETURN**

**DESTINATION:** \_\_\_\_\_

**REQUIRED**  
**RESERVATIONS:** \_\_\_\_\_ **AIRLINE**

**FUND CODE:** \_\_\_\_\_ **ORGANIZATION CODE:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**