



Airfare and Per Diem Pre-Pay Request Form

Name:	
Title:	<input type="checkbox"/> SA/AR <input type="checkbox"/> SR <input type="checkbox"/> ASR <input type="checkbox"/> CO (ASR funding requires Regent approval.)
Region:	<input type="checkbox"/> E <input type="checkbox"/> FW <input type="checkbox"/> HP <input type="checkbox"/> MW <input type="checkbox"/> S <input type="checkbox"/> SW <input type="checkbox"/> N/A

I am requesting (check all that apply): ☐ Airfare ☐ Per Diem ☐ Other ☐ None

Airfare:

Date of Birth:	
Gender (for TSA purposes):	
Best Email:	
Phone for Texting:	
TSA PreCheck or Global Entry KTN (if applicable):	
Airline:	
Frequent Flyer Number (if applicable):	
Ticket Price:	

Departure (What airport are you leaving from to get to St. Louis?)	
Airline:	
Departure Flight Airport:	
Departure Flight Number:	
Departure Flight Date:	
Departure Flight Time:	
Preferred Seat (window/middle/aisle) (if available):	
If Applicable, Connecting Flight Airport(s), Number(s), Time(s):	
If you are checking a bag, would you like it prepaid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	

Arrival (What airport are you flying to from St. Louis?)	
Airline:	
Arrival Flight Airport:	
Arrival Flight Number:	
Arrival Flight Date:	
Arrival Flight Time:	
Preferred Seat (window/middle/aisle) (if available):	
If Applicable, Connecting Flight Airport(s), Number(s), Time(s):	
If you are checking a bag, would you like it prepaid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	
<b style="color: #C00000;">ASRs only: Regent Signature Required: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Partially approved amount:	

Per Diem:

Which do you prefer (note: these will be provided upon arrival to the meeting):	<input type="checkbox"/> Check <input type="checkbox"/> PayPal * <input type="checkbox"/> Prepaid debit card ** <input type="checkbox"/> I do not want prepaid per diem
* PayPal User Name (if applicable)	
* I understand that a PayPal service fee may be deducted from my Per Diem thus reducing my total allotted payment.	<input type="checkbox"/> Yes
** I understand that a debit service fee may be deducted from my Per Diem thus reducing my total allotted payment.	<input type="checkbox"/> Yes
ASRs only: Regent Signature Required: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Partially approved amount:	

Other:

Type of Request:	
Dollar Amount:	
Purpose of Request:	
Person Authorizing Request:	
Signature of Person Authorizing Request Required: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Partially approved amount:	