



Airfare and Per Diem Pre-Pay Request Form
Return to jszostak@niu.edu by August 8, 2023

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:	
Best Email:	
Phone for Texting:	
TSA Global Entry/Known Traveler Number (if applicable):	
Airline:	
Frequent Flyer Number (if applicable):	
Ticket Price	
Departure	
Departure Flight Airport:	
Departure Flight Number:	
Departure Flight Time:	
Preferred Seat (window/middle/aisle) (if applicable):	
Notes:	
Arrival	
Arrival Flight Airport:	
Arrival Flight Number:	
Arrival Flight Time:	
Preferred Seat (window/middle/aisle) (if applicable):	
Notes:	
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"/> Pre-Paid debit card **
* 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: \$	