



BUREAU OF INDIAN AFFAIRS
PATHWAYS INTERNSHIP PROGRAM
Travel Request Form

Traveler Name: _____

Purpose of the trip:
(short description)

Requirements:

Concur account active

Able to sign into Concur or Disconnected traveler (no BIA email)

Travel card active

Travel card added to Concur

Departure City _____

Destination City _____

Miles from home to departure airport _____

Departure Date _____ Departure Airport _____

Preferred departure time: 6am-10am 10am-2pm 2pm-6pm No preference

Preferred arrival time: 10am-2pm 2pm-6pm 6pm-10pm No preference

Preferred Hotel: _____ or GOV Quarters provided _____

If you have additional stops, trips, or detours, please describe in the notes below.

Return Date _____ Return Departure Airport _____

Preferred departure time: 6am-10am 10am-2pm 2pm-6pm No preference

Preferred arrival time: 10am-2pm 2pm-6pm 6pm-10pm No preference

Alaska travel only: Have you reserved your ferry rides, if necessary?

For extended TDY: Extra bag or do your own laundry (can't do both)?

GOV vehicle provided

Rental car needed. Explanation required: _____

Please add any notes:

Region/Office paying for the travel:

Full line of accounting to be used:

Supervisor Signature

Date