

**AIRFARE AND RAIL - DIRECT BILLING**

Arrangements must be made through AAA, the University Contracted Travel Agency



Marshall University  
Accounting Office  
Room 203, Old Main  
Huntington, WV 25755

Phone 304-696-6488  
Fax 304-696-3289

<b>Travel Order #</b>					
<b>FEIN Vendor ID#</b>					
<b>FIMS Vendor ID#</b>					
<b>Date Prepared</b>					
<b>Fund</b>	<b>Area</b>	<b>Org</b>	<b>Object</b>	<b>Amount</b>	
Total Estimated Costs					<b>→ Total</b>

<b>To be charged to Mastercard (West Virginia Travel Card)</b>	
Name	American Express
Address	425 Walnut Street Suite 1140 Cincinnati, Ohio 45202 1-800-666-0049

<b>Contact Person Information</b>	
Name	
Department	
Phone Number	

To American Express (University Contracted Travel Agency):

Please accept this travel order for airfare \_\_\_ /rail \_\_\_ for the following traveler. An original itemized invoice should be submitted to the above listed university office with reference to the travel order number above.

<b>Traveler's Plans</b>		
Name:		Dates of Travel
	City/State	
from:		
to:		

Instructions to Requester:

This form is to be submitted to the University Accounting Office along with the Travel Authorization Request form. You should check with the contracted travel agency to make certain this order has been accepted.

Direct payment of airfare \_\_\_ /rail \_\_\_ to the listed vendor is requested.

Signature of Requester	Date
Title	

Approved by Vice-President, Dean or Director	Date
Title	
Approved by University Accounting Office	Date
Title	