Omaha Public Schools
Request for Travel Arrangements
Use this form for Air Travel, Rental Car & Hotel Requests

In order to book travel, please submit the following forms to Human Resources or email to Travel@ops.org:

☐ Request for Travel Arrangements
☐ Signed Application for Attendance:
  ☐ Travel budget coding (required)
  ☐ Airfare estimate (required)

Date:
Primary Contact:
Department and phone number:

Destination Airport:

Please note that new employees cannot travel on behalf of the district before their start date

Departure from OMAHA

Departure Date:

☐ Anytime
☐ Early Morning (5:00am-9:00am)
☐ Morning (7:00am-11:00am)
☐ Noon (10:00am-2:00pm)
☐ Afternoon (12:00pm-4:00pm)
☐ Early Evening (4:00pm-8:00pm)
☐ Evening (7:00pm-11:00pm)

Return from

Departure Date:

☐ Anytime
☐ Early Morning (5:00am-9:00am)
☐ Morning (7:00am-11:00am)
☐ Noon (10:00am-2:00pm)
☐ Afternoon (12:00pm-4:00pm)
☐ Early Evening (4:00pm-8:00pm)
☐ Evening (7:00pm-11:00pm)

Traveler Information

This information is required by TSA and the Department of Homeland Security and must be accurate or additional charges will incur.

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<th>Gender</th>
<th>Name exactly as it appears on government issued ID or passport</th>
<th>Full Middle Name</th>
<th>Date of Birth</th>
<th>Contact Number</th>
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Revised 12/19
- Please do not make any arrangements based on your chosen flights until you've received confirmation from AAA
- Flights can only be booked or held for travelers that have been approved by OPS
- All travelers listed on the same form must be flying the exact same itinerary on both dates
- The departure date can be no earlier than the day prior to the conference
- The return date can be no later than the day following the conference
- You may only depart from Omaha and return to Omaha - unless travel to another city is required for OPS business
- For small groups (2-9 travelers), fares may increase as each person’s flight is booked
- Most airlines offer group pricing for 10 or more travelers
- Unless otherwise noted - there is a $30 AAA booking fee charged for each passenger

**Rental Car Request:**
Please indicate if you will require a rental car for travel. □ Yes □ No
Pick-up Location | Drop-off Location (if different from Pick-up location)

Name exactly as it appears on government issued ID or passport

**Hotel Request:**
Please indicate if you will want us to coordinate your hotel. □ Yes □ No
Hotel Location
Arrival Date
Departure Date

**Special Circumstances – Student Travel:**

□ Approved Student Travel Application form from the Board of Education Office – Chief of Staff:
   □ Travel budget coding (required)
   □ Airfare estimate (required)
   □ Permission Slip (required)

**Budget Coding for Student Travel:**
Acct:  Fund:  Dept. ID:  Prog:  Class:  Grant:

If you’re using grant funding, please contact the grant program director’s office for that departments process.