



Red Clay Consolidated School District Airline Travel Request

- Airline reservations may be made through Uniglobe Red Carpet Travel. The contact number is (302) 475-1220.
- Once airline reservations are made, the itinerary must be signed and sent back to the agent for the airline tickets to be issued.
- The Red Clay Consolidated School District Airline Travel Request must be sent to Denise Bratten in the Business Office within 48 hours of making travel arrangements with Uniglobe.

IMPORTANT NOTE: You **MUST** submit an approved District Travel Request form, Conference Agenda and Absence Request to Denise Bratten via email denise.bratten@reclay.k12.de.us or fax (302)992-7823. Forms must be submitted within 5 days of confirmed/approved reservation.

Today's Date: _____ **Amount Total:** _____

Department/School: _____

Requester: _____

Travel Location: _____

Employee(s) Traveling: _____

Reason for Travel: _____

Budget to be Charged: _____

Coding: Please fill out the department funding below for all expense charges.

Budget Reference: _____ **Fund:** _____ **Dept:** _____

Operating Unit: _____ **Appropriation:** _____ **Program:** _____

Account: _____ **Category Code:** _____ **Loc:** _____

PC Business Unit: _____ **Project:** _____ **Activity:** _____

Manager Approval: _____

Date: _____