

Purchasing Services

NONEMPLOYEE TRAVEL REQUEST

Instructions: This form is to be completed by the traveler, or approved travel arranger. Please type or print clearly.

PROCESS

1. Reachout to Direct Travel agent to obtain quote (psitravel@dt.com or call 1-844-905-3824)
2. Create WebRequisition (WR): enter flight quote plus booking fee as total amount; attach correspondence with Direct Travel agent to show quote, type of ticket, name of agent; attach Non-Employee Travel Request form
3. Submit WR to signing authority for approval, next submit to Purchasing
4. Purchasing will review and send e-mail to Direct Travel agent (cc travel arranger) with approval to book the flight
5. Direct Travel agent will book flight, send itinerary and invoice to travel arranger, traveler and Purchasing
6. Purchasing will reconcile the charge to the FAST account provided on the WR