Guest Travel Disclaimer

This form must be signed by Guest Travelers of Rensselaer if their travel is booked by and paid for by the Institute. If the Guest traveler makes their own travel arrangements and pays for them out-of-pocket, the form does not need to be completed.

☐ I agree to reimburse Rensselaer for any airline/rail tickets bearing my name, that were booked and paid for by Rensselaer, that I did not use for Rensselaer business travel.

Print Travelers Name: _______________________________

Traveler Signature: ________________________________  Date: _______________

_____________________________________________________________________

Information Regarding Arranged Travel

Date Purchased: __________________________________________
Airline: ________________________________________________
Rail: ____________________________________________________
Amount paid for by the Institute: ____________________________
(to be completed by departmental person who arranged for the travel)

Print Department Representative: ____________________________

Name                                                Extension

Department Representative Signature:_______________________  Date:___________

Department Authorizing This Travel:________________________

This form is to be maintained by the department.