



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.