



## PRE-PAID AIRFARE FOR NON-ASU TRAVELERS

### ADTRAV

4555 Southlake Parkway  
Birmingham, AL 35244  
866.862.3953 toll-free  
205.949.4217 Fax

### EMERGENCY AFTER HOURS

866.862.3953  
After Hours VIP Code: 4BG  
[www.adtrav.com](http://www.adtrav.com)

Traveler's Name:
Origin/Destination (City/State):
Affiliation with ASU: (Specify Interviewee, Consultant, etc.)
PO Number:
Travel Authorization Number: (Use traveler's last name)
Bill to Agency/Org:
_____
_____
Authorized Area/Org Signature
Date

Please complete this form and an Interdepartmental Purchase Order (PO).  
This form must be retained in department records and be available for audit.  
This form is used for **Non-ASU employee travel only**.  
If the traveler is an ASU employee, use the Travel Authorization/Claim form.  
**QUESTIONS:** Please contact Travel Reimbursements at 480.965.3111.