

## DUKE-DKU TRAVEL FORM

*Complete this form to initiate the travel process, which may include booking flights, ground transportation and/or lodging.*

I. Duke Traveler Information				
Name <i>(as it appears on passport)</i> :			Email:	
Duke Office and Title:				
Purpose of Travel:			Host/Contact at DKU:	
II. Travel Information				
What is your China Visa status? Visa Needed                      Already Have Visa, Category: _____ Application in Process      China/SAR Passport Holder			Would you like a Pre-Travel Health Exam? Yes No	
Has DKU <i>already</i> made any of the following arrangements for your trip? Flight    Ground Transportation    Lodging    Other: _____				
Do you know your trip funding source? Duke (attach your booked flight itinerary)    DKU (complete <b>Part III</b> below)    Other: _____				
Will you traveling with dependents?                      Yes (complete <i>Page 2</i> if you need DKU to book their tickets)    No				
III. Booking Preference ( <i>Trip Funded by DKU</i> )				
Preferred Airlines ( <i>limit 2</i> )		Frequent Flyer #		
		Frequent Flyer #		
Seating Preference		Aisle                      Window	*seating preferences will be requested but are not guaranteed.	
<b>Departure</b>	Date (mm/dd/yy)		Dates flexible by 2-3 days?	Yes    No
	From: City or Airport Code		To: City or Airport Code	
<b>Return</b>	Date (mm/dd/yy)		Dates flexible by 2-3 days?	Yes    No
	From: City or Airport Code		To: City or Airport Code	
<small>DKU will work with the designated travel agent to arrange a flight route that best matches requested needs/preferences. The traveler will be provided with a few options and will be asked to make the selection. Once the traveler has selected the itinerary, DKU will purchase the tickets and send the travel reservation and website for early check-in.</small>				
Number of suitcases		This information will aid in planning ground transportation. Review flight confirmation details for luggage guidelines as there may be luggage charges imposed by the selected airline carrier.		
IV. Special Requests/Additional Details				
V. Required Documents Check List				
Completed form		Copy of Traveler's passport photo page		Copy of China Visa page ( <i>if applicable</i> )
Itinerary ( <i>if applicable</i> )		Copy of Dependent's passport photo page ( <i>if applicable</i> )		
<b><i>Please submit your travel form and documents to <a href="mailto:dkurelations@duke.edu">dkurelations@duke.edu</a>.</i></b>				
Internal Use Only				
Form Finalized by:		Funding Source:    JULDEC    JANJUN    ALLMO		
		Airfare Eligibility (funded by DKU):    1 Business    2 Economy/+    Other:		
		Accommodation:    Traveler Preferred Hotel    DKU Provided Lodging		
Comments:				

## Accompanying Dependent(s)

If you would like the DKU Travel Agent, Shanghai Business Air Services Corp (SBAS), to book the airfare of accompanying dependents, complete the information below AND provide the dependent's passport photo page.

I am eligible for business class travel according to the Duke Policy on Travel to DKU, and I would like to take the option of two economy class tickets instead of a business class ticket.

I am not eligible for business class travel according to the Duke Policy on Travel to DKU, and I will pay for my dependent's travel with my personal funds.

Dependent Preferences (if DKU is scheduling flights) *				
Dependent's Name (appears on passport)				
China Visa		Chinese Visa Needed Already have Chinese Visa <i>(please provide a copy)</i> China/SAR Passport Holder		
Preferred Airlines <i>(limit 2)</i>		Frequent Flyer #		
		Frequent Flyer #		
Seating preference *		Aisle	Window	*seating preferences will be requested but are not guaranteed.
<b>Departure</b>	Date <i>(mm/dd/yy)</i>	Dates flexible by 2-3 days?		Yes    No
	From: City or Airport Code	To: City or Airport Code		
<b>Return</b>	Date <i>(mm/dd/yy)</i>	Dates flexible by 2-3 days?		Yes    No
	From: City or Airport Code	To: City or Airport Code		
DKU will work with the designated travel agent to arrange a flight route that best matches requested needs/preferences. The traveler will be provided with a few options and will be asked to make the selection. Once the traveler has selected the itinerary, DKU will purchase the tickets and send the travel reservation and website for early check-in.				
Number of suitcases		This information will aid in planning ground transportation. Review flight confirmation details for luggage guidelines as there may be luggage charges imposed by the selected airline carrier.		
Special Needs or Additional Details to Help Support Your Travel Needs				

\* Add additional pages for multiple dependents

**Payment Authorization:** The Duke Kunshan University travel agent, Shanghai Business Air Service (SBAS), accepts Visa and MasterCard. Before booking the tickets, cut and paste the text below, fill in the fields and email to the SBAS agent. **Note: SBAS cannot book with a copy of the passport photo page and will not book anything without your advanced approval of the charge.**

<b><u>Authorization Letter</u></b>
<p><i>I hereby authorize Shanghai Business Air Service Corp. Ltd to charge RMB_____from my credit card Number:_____Expiration Date:_____for the tickets listed in this email.</i></p> <p><i>Name as it appears on the card:_____Date:_____</i></p>