

Premium Class Travel Request

In addition to completing the form and securing the recommendation of the President of NPS, the following information is required to be attached to the Premium Class Travel Request:

- The title and position held by the traveler, e.g. professor, research associate, comptroller, etc.
- The date, from/to, and length (in hours) of each leg of the flight
- The official purpose of the travel (cannot just say 'site visit'); need details to authenticate
- Specific destination; cannot just say China, we have to say Beijing, Shanghai, etc.

Name: _____

Title/Position: _____

Departure:

Date: _____ From/to: _____ Length ____ hrs ____ min

Layover _____ Length ____ hrs ____ min

Date: _____ From/to: _____ Length ____ hrs ____ min

Layover _____ Length ____ hrs ____ min

Return:

Date: _____ From/to: _____ Length ____ hrs ____ min

Layover _____ Length ____ hrs ____ min

Date: _____ From/to: _____ Length ____ hrs ____ min

Layover _____ Length ____ hrs ____ min

Official purpose: _____

Specific destination: _____

Traveler's Signature: _____