

**HILLTOP TRAVEL  
REQUEST FORM**

**NAME OF EMPLOYEE(S) TRAVELING:**

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**PROGRAM / ACCOUNT:** \_\_\_\_\_

**PURPOSE OF TRAVEL:** Name of event, conference, training, etc.

\_\_\_\_\_  
\_\_\_\_\_

**Conference Itinerary/Agenda need to be attached.** YES \_\_\_\_\_ NO \_\_\_\_\_

**ADDRESS OF EVENT:** \_\_\_\_\_

**HOTEL ACCOMMODATIONS:** (please include any special requests i.e., handicap accessible, etc.)

**Hotel/ Hotel Address (if already selected):** \_\_\_\_\_

**Number of Rooms & Occupancy (# of beds) Needed:** \_\_\_\_\_

**CHECK-IN:** \_\_\_\_\_ **CHECK OUT DATE:** \_\_\_\_\_

**AIRLINE INFORMATION: Departure Date:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Destination City/Airport:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_

**Time of day for flights to take place:** \_\_\_\_\_

**VEHICLE INFORMATION:**

YES \_\_\_\_\_ NO \_\_\_\_\_ **Have you checked with Dillon Caster in Transportation for a fleet vehicle?**  
[dillonc@htop.org](mailto:dillonc@htop.org) or by calling 244-0810

**RENTAL CAR NEEDED:** Enterprise Rental Car – 5<sup>th</sup> Street, Grand Junction, CO – 242-8103 ext. #4

YES \_\_\_\_\_ **PICK-UP DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

NO \_\_\_\_\_ **DROP-OFF DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**RENTAL CAR DRIVERS NAME:** \_\_\_\_\_

**\*\*No travel arrangements will be made until form is completely filled out with all required information.**

**\*\*\*Confirmation information will be sent to traveler prior to departure date.**