

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY TRAVEL ORDER FORM

☒ New Request

☐ Change to Original Travel Order Number _____

84436

C 269114

<input checked="" type="checkbox"/> American Colpitt/Kriegner	fax 609/737-3932	Fund Source	Organization Code	Natural Account	Amount
<input type="checkbox"/> Kuller/IT Travel	fax 609/924-0340	433252	10421	35300	\$ 2213.16
<input type="checkbox"/> Worldtek Travel	fax 203/865-2034	Project 12030	ST		\$
					\$

TRAVELER INFORMATION

Traveler's Name (Last/First) Simon / James Edward		Traveler's Phone Number 848-932-6239 Ext.	Department Fax Number 732-932-9377 Ext.
Campus Mailing Address 59 Dudley Road, Room 392, Cook Campus		Department Name Plant Biology and Pathology	
Travel Requested By Kathleen Larrabee		Date of Request 03/21/2012	Requestor's Campus Phone Number 848-932-6311 Ext.

TYPE OF TRAVEL

<input checked="" type="checkbox"/> Faculty Travel	<input type="checkbox"/> Staff Travel	<input type="checkbox"/> Candidate Travel	<input type="checkbox"/> Athletic Recruit Travel	<input type="checkbox"/> Student Travel	<input type="checkbox"/> Other
<input type="checkbox"/> Conference Travel (outside Rutgers)	<input type="checkbox"/> Speaker Travel	<input type="checkbox"/> Team Travel	<input type="checkbox"/> Group Travel	<input type="checkbox"/> Consultant Travel	

TRIP Itinerary

Date(s) of Travel	Mode of Transportation/Ticket Price	Departure City	Arrival City
04/10/2012	<input checked="" type="checkbox"/> Air	Newark, NJ	Monrovia, Liberia
04/21/2012	<input type="checkbox"/> Rail \$ 2213.16 Processing fee 30.00 Total 2243.16		
_____	<input type="checkbox"/> Air <input type="checkbox"/> Rail \$ _____		
_____	<input type="checkbox"/> Air <input type="checkbox"/> Rail \$ _____		

Purpose of Travel

In support of EHELD program, this trip will be to meet formally with the faculty and administration and industry partners at the University of Liberia, and present our recommended curriculum revision changes as part of developing a Center of Excellence in Engineering at UL; and to also the faculty and administration and industry partners at Cuttington University and present our recommended curriculum revision changes as part of developing a Center of Excellence in Agriculture at CU. The impact will be to arrive at a final curriculum for each Center at each respective institution which forms the basis of our EHELD project and builds upon a participatory process. Additional meetings with RTI in Monrovia, EHELD contract and visiting faculty are needed for planning summer programs; and to review resource rooms and ongoing EHELD programs.

Requestor/Traveler Signature

Authorized Signature

Kathleen Larrabee

J. White

Instructions: See Page 2

TO FORM 09/03

Kathleen Larrabee

OK To Purchase

K. Larrabee

From: Richard Kriegner [rkriegner@yahoo.com]
Sent: Wednesday, March 21, 2012 8:21 AM
To: James Simon
Cc: Kathy Larrabee
Subject: Flight itinerary - Simon

Here is James Simon's flight itinerary for approval. Please sign and fax back with your travel order. Tickets must be issued by March 22nd.

Thank you.

FOR:SIMON/JAMES EDWARD

UNITED AIRLINES 10APR NEWARK NJ BRUSSELS 616P 745A
UA 960 TUESDAY NEWARK LIBERTY BRUSSELS AIRPO 11APR
H ECONOMY TERMINAL C
DINNER NON STOP
RESERVATION CONFIRMED 7:29 DURATION
AIRCRAFT: BOEING 777-200/300
SEAT 22D NO SMOKING CONFIRMED

UNITED AIRLINES 11APR BRUSSELS MONROVIA 1210P 500P
UA 9974 WEDNESDAY BRUSSELS AIRPO ROBERTS INTL
H ECONOMY
LUNCH NON STOP
RESERVATION CONFIRMED 6:50 DURATION
SN 0245 FLIGHT OPERATED BY SN BRUSSELS AIRLINES
AIRCRAFT OWNER: SN BRUSSELS AIRLINES
AIRCRAFT: AIRBUS INDUSTRIE A330-300
SEAT 15E NO SMOKING CONFIRMED

UNITED AIRLINES 20APR MONROVIA BRUSSELS 840P 515A
UA 9970 FRIDAY ROBERTS INTL BRUSSELS AIRPO 21APR
U ECONOMY
DINNER NON STOP
RESERVATION CONFIRMED 6:35 DURATION
SN 0247 FLIGHT OPERATED BY SN BRUSSELS AIRLINES
AIRCRAFT OWNER: SN BRUSSELS AIRLINES
AIRCRAFT: AIRBUS INDUSTRIE A330-300
SEAT 15E NO SMOKING CONFIRMED

UNITED AIRLINES 21APR BRUSSELS NEWARK NJ 1000A 1211P
UA 961 SATURDAY BRUSSELS AIRPO NEWARK LIBERTY

U ECONOMY

TERMINAL B

LUNCH

NON STOP

RESERVATION CONFIRMED 8:11 DURATION

AIRCRAFT: BOEING 777-200/300

SEAT 23E NO SMOKING CONFIRMED

AIR FARE 1509.00	TAX 704.16	AIR TOTAL USD	2213.16
F/NONREFUNDABLE AGENCY PROCESSING FEE			30.00
INVOICE TOTAL USD		2243.16	

PAYMENT: CA XXXXXXXXXXXXX5401

RESERVATION NUMBER(S) UA/CHK288

UA FREQUENT FLYER UAUN466182

THIS TICKET WILL NOT BE ISSUED UNTIL WE RECEIVE A

SIGNED FAXED COPY OF THIS ITINERARY ALONG WITH THE

COMPLETED AND SIGNED RUTGERS TRAVEL ORDER WHICH MUST

INCLUDE BOTH AN *ACCOUNT NUMBER* AND *OBJECT CODE*

TO FAX NUMBER 609-737-3932..NO EXCEPTIONS WILL BE MADE