

LADCO TRAVEL REQUEST FORM

version February 2026

Per the LADCO travel policy, this form must be submitted to heath@ladco.org no later than two weeks before the travel date. Indicate the travel service(s) you would like LADCO to pay for in advance and the service(s) that you plan to pay and request reimbursement for after the travel concludes.

Travel Services Requested:

	Flight	Train/Rail	Hotel	Registration
LADCO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reimburse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Event:

Destination:

Depart Date:

Return Date:

Full Name on ID:

Traveler Email:

Job Title:

Date of birth:

Sex (M/F)¹:

Cell Phone:

Business Address:

Agency:

Expense	Description	Estimated Cost
Flight/Rail Tickets	Departure airport code/station code: Preferred carrier: Frequent flier #:	
Hotel	Hotel Name: Room Block ID: Rewards program #:	
Registration Fees	Registration/Conference information link:	

Dietary restrictions: No Yes **Please specify:**

Additional details that may be necessary to book your travel, such as a link to a preferred itinerary or pre-check ID, or registration username and password²:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

¹ Needed for airline reservations

² A&WMA Non-member Registration Link: https://www.awma.org/assoc_subscribe2.asp