

SMALL BUSINESS ADVISORY COUNCIL TRAVEL REQUEST

DGS-PD (Rev. 08/2019)

OVERVIEW AND INSTRUCTIONS

Use this form to request the Department of General Services (DGS) arrange your plane flight to attend a Small Business Advisory Council (SBAC) meeting or the annual strategic planning meeting. DGS will bear the cost of your flight only if you arrange your travel using this Travel Request Form.

DGS will only pay for the flight of the primary or alternate member, not both. Overnight travel will not be approved.

Fill out this form and return it to DGSSBCouncil@dgs.ca.gov

 TODAY'S DATE

PERSONAL INFORMATION

| | | |
|------------------|-------------------|-----------------|
| LEGAL FIRST NAME | LEGAL MIDDLE NAME | LEGAL LAST NAME |
|------------------|-------------------|-----------------|

DATE OF BIRTH

WORK ADDRESS

| | | |
|------|-------|-----|
| CITY | STATE | ZIP |
|------|-------|-----|

| | |
|-------------------|------------|
| WORK PHONE NUMBER | WORK EMAIL |
|-------------------|------------|

BUSINESS INFORMATION

NAME OF BUSINESS / ORGANIZATION

MEMBERSHIP ROLE ON THE SBAC

PRIMARY MEMBER

ALTERNATE MEMBER

FLIGHT INFORMATION

Find a round trip flight with Southwest Airlines you would like to take. Enter the information for the flight below.

FROM AIRPORT

TO AIRPORT

DEPARTURE INFORMATION

| | |
|------|---------------|
| DATE | FLIGHT NUMBER |
|------|---------------|

| | |
|-------------|-------------|
| DEPART TIME | ARRIVE TIME |
|-------------|-------------|

RETURN INFORMATION

| | |
|------|---------------|
| DATE | FLIGHT NUMBER |
|------|---------------|

| | |
|-------------|-------------|
| DEPART TIME | ARRIVE TIME |
|-------------|-------------|