

PBP Payment Authorization	
All expenses charged to PBP accounts will be imported into the AggieTravel profile associated with the 9-Digit Traveler ID provided below. All expenses MUST be reconciled in AggieTravel within 60 days.	
[* = Required]	
*1. Reservation Information	
Individual Travel	Trip Name:
Traveler's Name:	Traveler's 9-Digit AggieTravel ID:
Group/Entertainment Travel	Group/Event Name:
Coordinator's Name:	Coordinator's 9-Digit AggieTravel ID:
<i>Attach a list of traveler names</i>	
*2. Hotel Information Select hotel below. Contact information will auto fill.	
Preferred Room Type:	
Number of Rooms:	Number of Nights:
Check-In Date:	Check-Out Date:
*3. Department Contact Information	
Arranger's Name:	Arranger's Phone:
Arranger's Department:	Arranger's Email:
Default Billing Account:	Arranger's 9-Digit AggieTravel ID:
*4. Department Head or Fiscal Officer Approval	
Printed Name:	Title:
Signature:	
Date Signed:	
5. FOR HOTEL USE ONLY	
Folio #:	
<i>Hotel is to retain this form to use for billing and auditing purposes</i>	