

# Request for Travel Information

Use this form to request:

**Travel Information Cards** - The UPAY Travel Management Office has wallet-sized cards with information on University contracted travel providers, car rental and hotel discount codes, and what to do if you have an accident while traveling.

**iTravel Registration Cards** – This card provides contact information for the University's full service contracted travel agency and steps to register in the University's iTravel online booking tool.

**National Car Rental Coupons** for a 2 car class upgrade or \$15 off a weekly rental are now posted on the University's customized reservation link for [National Car Rental](#).

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## Number Requested:

University Travel Info Cards: \_\_\_\_\_

iTravel Registration Cards: \_\_\_\_\_

Date: \_\_\_\_\_

## Send cards to:

Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Mail Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Submit by e-mail:** [tmo@uillinois.edu](mailto:tmo@uillinois.edu)

**Print and submit by FAX or mail:**

Fax - 217-239-6761

UPAY Travel Management Office  
210 Illini Plaza Building, MC-660  
1817 S. Neil Street  
Champaign, IL 61820