

Guest Authorization Form

LAST UPDATED: 2/8/21



FINANCE & TREASURY

FINANCE.PRINCETON.EDU/FORMS/

Instructions

Please use this form to authorize payment on your credit card for guests who are traveling to Princeton University. Once you fill out all the relevant information and click on "Submit Form," it will be sent directly to our travel agency, World Travel. **Please submit this form at least TWO business days prior to your guest calling World Travel to book travel arrangements.**

When the form is submitted and your guest is registered, World Travel will email you to let you know that your guest may call to make his/her travel arrangements. If you have any questions about this form or how to complete it, please call World Travel at 1-888-530-4087 or email them at Princeton@worldtravelinc.com.

Guest Information

GUEST NAME

ARRIVAL DATE

TO BE AT CAMPUS BY:

DEPARTURE DATE

TO DEPART CAMPUS AFTER:

Transportation

Air: Coach Business Class

Train: NJ Transit Amtrak Coach Amtrak Business Class

Car Service

Special Instructions/Requests:

Hotel Accommodations

Hotel Authorized: Yes No Number of Nights:

Hotel First Choice:

Other:

Hotel Second Choice:

Other:

Bill Princeton University Credit Card for: Room only All charges

Special Instructions/Requests (If Palmer House is selected, please provide chartstring in Special Instructions):

Authorization

TRAVEL AUTHORIZED BY

DEPARTMENT

APPROVE ITINERARY PRIOR TO TICKETING? Yes No

PHONE

EMAIL

BILL CREDIT CARD ENDING IN (LAST 4 DIGITS):

EXPIRATION DATE

All invoices will be sent to travel authorizer above unless other instructions are provided below:

Submit Form

Princeton University
Office of Finance & Treasury

701 Carnegie Center
Princeton, NJ 08540

Telephone (609) 258-3080
Fax (609) 258-1982

finance.princeton.edu
finance@princeton.edu