



Potlatch School District No. 285  
 130 Sixth St.  
 Potlatch, ID 83855-8757

District Office (208) 875-0327  
 Elementary School (208) 875-1331  
 Jr.-Sr. High School (208) 875-1231  
 FAX (208) 875-2560

**STAFF AIRLINE TRAVEL**

***This information is used by Potlatch School District #285 when booking airline travel. Send this form along with the completed Purchase Requisition. Please make sure all information on this form is accurate prior to submitting.***

***Changes cannot be made after booking.***

Please book tickets using the itinerary attached to the purchase requisition provided.

Please send me flight options based on the following parameters:

**Departure Date:** \_\_\_\_\_

Preferred departure time: Morning Afternoon Evening No Preference

*Please note that the most cost effective option will be selected for the departure airport.*

Destination airport: \_\_\_\_\_

**Return Date:** \_\_\_\_\_

Preferred return departure time: Morning Afternoon Evening No Preference

**PASSENGER INFORMATION**

**Staff Member 1:**

Legal Name (As it appears on ID/passport): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Seating: Window Aisle

**Staff Member 2:**

Legal Name (As it appears on ID/passport): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Seating: Window Aisle

**Staff Member 3:**

Legal Name (As it appears on ID/passport): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Seating: Window Aisle

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