

State of Maine Air Travel Quotation Form

For Travel From: Departure Date:

For Travel To: Departure Date:

Name:

Account Number:

Department Name

Reporting Category:

Phone: Dept #

Project Number:

#1 Source Name: City/Town:

Agents Name: Phone:

Fare Quoted: Accepted:

#2 Source Name: City/Town:

Agents Name: Phone:

Fare Quoted: Accepted:

#3 Source Name: City/Town:

Agents Name: Phone:

Fare Quoted: Accepted:

Instructions:

- 1) This form **MUST** be completed for all air line tickets purchased. You must have quotes from at least three (3) travel agents or Internet vendors for each trip.
- 2) Indicate departure city & destination city.
- 3) This form must be attached to your Out-of-State Travel and/or Travel Advance (BP 14).
Note: Travel advance will **NOT** be made for the airfare.