

Department of Administrative Services

Employee Report of Travel Awards Earned While Conducting State Business

Division:

Date:

Report From:

Please use Multiple Reports for each Airline that you have accepted Travel Awards while on State Business

Name of Employee:

Work Section:

Name of Airline:

Frequent Flyer Account #:

Airline Awards Earned/Used

State Travel Awards Previous Balance:

Adjustments from Previous Reports:

Awards Earned During Period:

Awards Used During Period:

Awards Lapsed/Expired:

State Travel Awards Ending Balance:

Other Awards Accepted

Program	Beginning Balance	Awards Earned	Awards Used, Adjusted or Expired	Ending Balance

I certify that the information provided is true and accurate.

Employee Signature _____ Date _____