



## OFFICE OF COURT ADMINISTRATION

### Commercial Travel Request Form (CTRF)

#### Instructions

**Form Description:** The Commercial Travel Request Form (CTRF) is to be used to report direct billed airline reservations and changes to Finance and Operations. The form is needed to meet the Prompt Payment Act (Chapter 2251 of the Texas Government Code).

The form is also used to request assistance in making airline or car rental reservations. For assistance, complete the form and submit to your respective Travel Coordinator.

**Employee Name:** Enter the full name of the employee submitting the form.

**Budget PCA:** Select the Budgetary code (PCA) used to pay for the reservation. Leave blank if third party.

**Third Party Reimbursement Name:** Enter the complete name of the third party that is paying for the reservation. Leave blank if no third party is paying.

**Purpose of Travel:** Enter a business reason for the travel.

**Travel Destination:** Enter the destination city.

**Departure Travel Date:** Enter the date the business trip starts.

**Return Travel Date:** Enter the date the business trip ends.

#### Air Travel Information

**Type of Reservation:** Select the type of reservation.

**Airline:** Enter the name of the airline.

**Airport Name:** Enter the abbreviation of the destination airport.

**Flight Number:** Enter the flight number.

**Flight Date:** Enter the date of that leg of the flight.

**Flight Time:** Enter the departure time of that leg of the flight.

**Air Travel Special Notes, Justifications, or Requirements:** Use this space for special instructions, business justifications, and other information. Please be as detailed as possible.

#### Vehicle Rental Assistance Request

**Vendor:** Enter the name of the car rental company.

**Pick up Location:** Enter the city and address of car pick up location.

**Pick up Date:** Enter date the car will be picked up.

**Pick up Time:** Enter the time the car will be picked up. **Note:** *Ensure the office hours of the location are within your reservation pick up time.*

**Return Date:** Enter the date the car will be returned.

**Return Time:** Enter the time the car will be returned.

**Vehicle Rental Special Notes, Justifications, or Requirements:** Use this space for special instructions, business justifications, and other information. Please be as detailed as possible.

When form is completed, submit to [travel@txcourts.gov](mailto:travel@txcourts.gov)



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## Commercial Travel Request Form (CTRF)

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

**Submit Form to [travel@txcourts.gov](mailto:travel@txcourts.gov)**

### Traveler Information

Employee Name:	
Budget (PCA):	
Third Party Reimbursement Name:	

### Trip Information

Purpose of Travel:		
Travel Destination:	Departure Travel Date:	Return Travel Date:

### Air Travel Information (or attach reservation)

Type of Reservation:		Confirmation Number:		
Airline:	Three Letter Airport Code:	Flight Number:	Flight Date:	Flight Time:

### Air Travel Special Notes, Justifications, or Requirements

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### Vehicle Rental Assistance Request

Rental Vendor:	Pick up Location:	Pick up Date:	Pick up Time:	Return Date:	Return Time:

### Vehicle Rental Special Notes, Justifications, or Requirements

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### Finance and Operations use only

Airfare TV Number:	Rental Car TV Number:	Employee TV Number: