



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## TICKET AUTHORIZATION

Travel Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Please arrange airline transportation tickets for the following individual(s) at the Research Corporation, University of Guam expense:

Name of Authorized Traveler:

Destination:

A. Travel Authorization Number:

Transportation Cost Ceiling: \$

B. Your invoice for the above information should show cost from point to point by the most direct route. Should the traveler take an indirect route, subtract the amount that the traveler paid or will pay and bill the RC-UOG for Transportation Cost from point to point via the most direct route. The RC-UOG would like to make clear that it is our policy to pay the lowest available fare which in most cases that will be Coach Excursion rate. Please also note that this authorization is strictly for tickets only. Please do not include hotel accommodations.

C. Please have all invoices emailed to: [rcuogprocurement@triton.uog.edu](mailto:rcuogprocurement@triton.uog.edu)

The travel is for the authorized traveler only and should not be transferred to any other person(s) not authorized by RC-UOG.

ALL INVOICES SHOULD SHOW OUR TRAVEL AUTHORIZATION NUMBER AND TICKET NUMBER(S).

Your compliance to this will help us expedite payments.

Should you need further information concerning this travel authorization, please call (671) 735- 0251.

Sincerely,

Michael Conner

Chief Business Officer, Research Corporation University of Guam

Mailing Address: RESEARCH CORPORATION, UNIVERSITY OF GUAM  
UOG STATION MANGILAO, GUAM 96923  
ATTN: Michael Conner

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