

SHORT'S TRAVEL MANAGEMENT

Diana Gebel, CTC

Corporate Travel Consultant

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Please have the following information ready:

1. Driver License: name as it appears on DL, state of issue, expiration date

or

Passport: name as it appears on passport, number, expiration date, country passport was issued (international travel only)

2. Date of Birth
3. Cell phone number
4. Airplane seating preference
5. Frequent flyer number, if applicable

***Please note only economy seating is allowable, no upgrades. In addition, airfare must be arranged and purchase 21 calendar days before travel in accordance to Kansas State Procurement Card policy.

If you have any questions concerning this process please contact Roxie Hawkins at 785-532-6176 or by email at roxiem@ksu.edu