The University of Montana Western

Business Services
710 S Atlantic Dillon, MT 59725
406-683-7101 FAX: 406-683-7493

Group Travel Notification Form

We understand that _____ has been designated prime traveler and is responsible for our group travel to _____ The prime traveler may receive a travel advance for lodging and miscellaneous expenses for the entire group and will file and receive a travel reimbursement for the entire group. The amount entered on this form is for Per Diem meals only.

Group Members

Name	Address	Traveler ID/SSN	Faculty/Staff Student (select one)	Per Diem Amount

Print this form, complete and forward to Business Services