

Travel Service

Transit Ticket Credit Form

NOTE: Transit Tickets can be used through close of business on 8/4/17.

Number of Tickets returned: _____ (valued at \$2.50 each)

Department Name: _____

Contact: _____ Telephone: _____

Account Title: _____

AIS: _____
Budget Purpose Activity 1 Activity 2 Object

Fiscal Officer _____
Signature

Transit Ticket Credit Procedure
This form is valid through 9/30/2017. Fill out this form and deliver it with unused transit tickets to the Travel Service office at 225 Travel Service Drive. Credits will appear on the next billing statement.

Travel Service Use Only

TT600 6 0 0 6 6 1 1 I/E: I AT: 06 BC: __ BFY: __ __
Item No. Trans Subcode

_____ x \$2.50 = \$ _____
No. of Tickets Trans. Amount

Entered By: _____ Date: _____