Commercial Aircraft Request for Advance Purchase

Black Hills State University

The following signed statement must accompany all approved travel requests for advance purchase of airline tickets by the University.

"I understand that if I do not travel for any reason other than through no fault of my own, that I am responsible for reimbursing Black Hills State University for any portion of this airline ticket which is non-refundable".

Signed_____

Dated_____

Only airline tickets purchased by purchase orders will be processed for direct payment. Purchase orders for airline tickets will be issued only after receipt of the approved travel requests.