UMAP@MAINE.EDU
UMAP Fax: 207-581-2698
AP Contact: Keiko Myer 581-2697

The University of Maine

TRAVEL AGENCY PAYMENT FORM

Travel Agency Information	Fee	Phone	Fax
☐ AAA Travel Agency, Griffin Rd., Bangor	$25	942-8287	942-9814
☐ All About Travel, Stillwater Ave., Bangor	varied	945-0808	942-4461
☐ Alpine Travel, 114 State St., Brewer	$20	989-9994	989-9996
☐ Bangor Travel, 193 Broad St., Bangor	$25	942-5050	990-1720
☐ Hurley Travel Service, Portland	varied	800-874-1743	874-9007
☐ Main 1 Travel,PO Box 96, Orrington	varied	825-3313	Email to julie@main1travel.com
☐ Milne Travel (formally Hewins), Lewiston	varied	866-675-5655	603-298-5836
☐ Short's Travel, Waterloo, Iowa	varied	866-655-9215	319-234-2490

TICKET INFORMATION

Quoted Price ?

☐ YES ☐ NO

Date of Quote:

Ticket Price

Price should always include agent's fee

Agent:

Groups / Teams

DEPARTMENT INFO.

Department Name:

Contact Person:

Address:

Phone:

TRAVELER'S INFORMATION

☐ Employee ☐ Student ☐ Candidate ☐ Recruit ☐ Visitor

Traveler's Name (as printed on drivers license)

Final Destination City/State/Country
(Please use city of meeting/conference, not airport.)

Date Range of Trip (Start Date - End Date)

Purpose of Travel - Mandatory Information Required.
(for example: complete conference name, research topic, etc. No acronyms, please)

APPROVAL SIGNATURES

Traveler or Trip Organizer

Dept. Head/ Approving Officer

INSTRUCTIONS

Please use one form per traveler. When completed, fax to the agency selected. Agency will fax to us along with invoice.

ACCOUNTING SUMMARY

Unit	Department ID	Account	Class	Fund	Program	Project	Amount
UMS05							
UMS05							
						Total	

rev. 8/2012

Print Form