



OKLAHOMA
Office of Management
& Enterprise Services

Date

Traveler Information Form

Agency travel arranger	Travel arranger's email	Agency name	Agency #	Travel arranger's work#

Instructions: **Please complete all required information.** Names must match the information on the official government ID (e.g., passport or driver's license). Employee ID (Payroll/PeopleSoft ID) will need to be six digits long. If the agency has an Enterprise Rent-A-Car direct billing account, enter in Notes field at the bottom. The TSA Precheck number and passport information can be entered in the Concur profile after initial creation.

New or update	First name	Middle name (as shown on ID)	Last name	Gender (M/F)	Birthdate (MM/DD/YYYY)	Employee ID	Work email	Office or mobile phone number	Office or mobile	Add'l info in notes

Optional Notes: (e.g., title, TSA Precheck number, Enterprise direct billing account number, reason for changes, etc.)

RESET

Submit