Airline Reservation Request
Texas Department of Aging and Disability Services–539

☐ **Make Reservations** ☐ **Price Quote Only**

Traveler (Name and Date of Birth as it Appears on Valid ID)	
E-mail Address	Employee ID No
Work Area Code and Telephone No.	Area Code and Fax No.
Home Area Code and Telephone No. (optional)	

Contact	
E-mail Address	
Area Code and Telephone No.	Area Code and Fax No.
Department ID	Program No.

This form must be e-mailed as an attachment to National Travel Systems (NTS) at:
dads@nationaltravelsystems.com

Airline Information

From		To
Departure Date	Preferred Departure Time	Arrive
Return Date	Preferred Departure Time	Arrive

After reviewing the itinerary from the travel agency, you **must submit** approved Form 4186, Travel/Car Rental/Lodging Rate Increase Authorization.

- For in-state travel, e-mail a completed Form 4186 as an attachment to the State Office Travel Outlook Mailbox: DADS_TRVLFRMS@DADS.state.tx.us.
- For out-of-state travel, e-mail the completed Form 4186 as an attachment to the State Office Budget Outlook Mailbox: DADS ProgBudOutStTrvl@dads.state.tx.us. The subject line of the e-mail must indicate Department ID/Traveler's Last Name and First Name/Travel Period (for example, 800/Smith,David/090109-090509).

Note: Without an approved Form 4186 prior to travel, the traveler may be held liable for any expenses incurred with a vendor.

Note: If you have not received a ticketless travel confirmation by fax or e-mail 48 hours before your scheduled travel, call NTS immediately at 1-800-542-0452.
All e-mail inquiries should be sent to dads@nationaltravelsystems.com.

Special Instructions: