

# How to Use Restricted for Plane Tickets

**ALL EXPENSES PAID FOR  
WITH RESTRICTED MUST  
BE UNDER A TRAVEL REP'S  
NAME!!! ANY NON-TRAVEL  
REP THAT PAYS WILL NOT  
BE REIMBURSED  
THROUGH RESTRICTED.**

## **REMINDERS:**

If your club wants to buy plane tickets with restricted:

- Schedule a time (well in advance) to meet with the Sport Club Coordinator.
- Bring the full names and date of births for all traveling members AND bring the flight information with you to this meeting.
- ALL forms must be submitted on DSEKU (including roster) prior to payment using the University Credit Card.

## Example:

Bring an excel document (like the one below) to your meeting with the Sport Club Coordinator:

To: Charlotte, NC April 10th						Home: KCI April 13th			
Name	Date of Birth	Airline	Flight No.	Departure Time	Arrival Time	Airline	Flight No.	Departure Time	Arrival Time
Person name	1/5/1995	Southwest	380	9:40 AM	3:20 PM	Southwest	453	5:45 AM	11:00 AM
Person name	2/9/1996	Southwest	380	9:40 AM	3:20 PM	Southwest	453	5:45 AM	11:00 AM
Person name	12/14/1993	US Airways	5662	3:35 PM	6:44 PM	US Airways	1906	7:50 AM	9:20 AM
Person name	10/31/1995	US Airways	5662	3:35 PM	6:44 PM	US Airways	1906	7:50 AM	9:20 AM

Be sure to include flight information for departure AND return flights!