



**Louisiana State University
and A&M College**

To Whom It May Concern:

Airline reservations have been booked by Louisiana State University & A&M College at the State contract fare for _____ to make an official visit to the University during the period _____ to _____ for the purpose of:

{ } Interviewing for the position of _____

{ } Presenting a lecture on _____

{ } Other _____

Since this individual is traveling on official business for the University, travel expenses of which have been paid by the University, please grant boarding at the contracted fare. If you have any questions, please call _____ at _____ before assessing an additional fare to this individual.

Thank you for your cooperation and support of our effort to minimize our operating costs.

Sincerely,