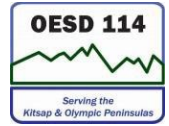




# TRAVEL PLANNING GUIDE



(complete all individually applicable sections)

Name: \_\_\_\_\_

CONFERENCE INFORMATION	
Conference Title: _____	
Conference Dates: _____	Location: _____

## OUT OF STATE TRAVEL

AIRLINE INFORMATION	
Departure Date: _____	Return Date: _____
EXACT Name on Picture ID to be Used at Airport: _____	
Date of Birth: _____	Gender on ID: _____
Personal Cell #: _____	
Seating Preference: <input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> Center <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Wing <input type="checkbox"/> No Preference	

## TRAVEL INFORMATION

Checking a Bag	Transportation to/from Airport	Airport Parking	Transportation-- Airport to/from Hotel	Travel Advance	
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>One checked bag, each way, covered</i>	<input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Bridge Toll <input type="checkbox"/> Ferry <input type="checkbox"/> Airporter (p/u location):	<input type="checkbox"/> Taxi, Uber, Lyft <input type="checkbox"/> Dropped Off <input type="checkbox"/> Other (explain below in Notes)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Taxi, Uber, Lyft <input type="checkbox"/> Train/Subway <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>To cover travel expenses up front</i>
Special Travel Requests/Notes: _____					

## LOCAL/REGIONAL/STATE TRAVEL

TRAVEL INFORMATION			
Transportation to Conference	Conference Parking	Transportation-- Airport to/from Conference	Travel Advance
<input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Bridge Toll <input type="checkbox"/> Ferry <input type="checkbox"/> Airporter (p/u location):	<input type="checkbox"/> Taxi, Uber, Lyft <input type="checkbox"/> Dropped Off <input type="checkbox"/> Train <input type="checkbox"/> Other (explain below in Notes)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Taxi, Uber, Lyft <input type="checkbox"/> Train/Subway <input type="checkbox"/> Other:
		Personal Cell #:	
Special Travel Requests/Notes: _____			