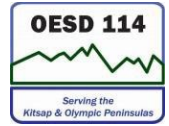




TRAVEL PLANNING GUIDE



(complete all applicable sections)

Name: _____

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

AIRLINE INFORMATION	
Departure Date: _____	Return Date: _____
EXACT Name on Picture ID to be Used at Airport: _____	
Date of Birth: _____	Gender on ID: _____
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						
Transportation To Airport or Conference (Round Trip)	Airport Parking	Hotel Parking	Conference Parking	Checking a Bag	Transportation From Airport to Conference/Hotel (Round trip)	Travel Advance
<input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Taxi, Uber, Lyft <input type="checkbox"/> Bridge Toll <input type="checkbox"/> Dropped Off <input type="checkbox"/> Ferry <input type="checkbox"/> Train <input type="checkbox"/> Airporter (p/u location): <input type="checkbox"/> Other (explain below in notes)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Taxi, Uber, Lyft <input type="checkbox"/> Train/Subway <input type="checkbox"/> Other (explain below in notes)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>To cover travel expenses up front</i>
Special Travel Requests/Notes:						
Allergies/Special Needs:						
Personal Cell #:						

For special requests, contact Fiscal Administrative Assistant.