TR FOR BOOKING A FLIGHT

1. Name as it appears on government ID you will use at the airport

2. Date of birth

3. Gender

4. Preferred seat (window or aisle)

5. Preferred travel dates and general times

6. Airport from which you will travel

7. Dates you would like to stay in the hotel

8. Campus Address:

9. Campus Phone

10. Date Requested

11. Purpose for Travel: (Instructions: What is the person’s role; e.g., faculty director, program assistant, student, staff and why are they traveling)