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| **Travel - Leave Form** |
| **Name** | **Cell phone number, if applicable** |  |
| **Destination** |  |
| **Date & time of departure** | **Date & approximate time of return** |  |
|  |  |
| **List other students who are going with you:** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **(Director must be informed of any changes to your plans)** |  |
|  |  |
| **Mode of Transportation - Roundtrip** |  |
| **Train** | **Bus** | **Air** | **Rental Car** |  |
|  |

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| **Independent Travel Information** |
| **Time of Departure** |
| **Number of flight/train/bus** | **Airline/train/bus carrier** |
| **Departing from** (name of airport, station, terminal) |
| ***\*Connection Information if applicable:*** |
| **Number of flight/train/bus** | **Airline/train/bus/carrier** |
| **Departing from** | **time** | **Arriving to** | **time** |
| **Number of flight/train/bus** | **Airline/train/bus/carrier** |
| **Departing from** | **time** | **Arriving to** | **time** |
| **(Director must be informed of any changes to your plans)** |

**Returning to the Site Information**

**Returning from: Time of Departure:**

**Number of flight/train/bus: Airline/train/bus carrier:**

**Departing from** (name of airport, station, terminal):

|  |
| --- |
| ***\*Connection Information if applicable:*** |
| **Number of flight/train/bus** | **Airline/train/bus/carrier** |
| **Departing from** | **time** | **Arriving at** | **time** |
| **Number of flight/train/bus** | **Airline/train/bus/carrier** |
| **Departing from** | **time** | **Arriving at** | **time** |

|  |
| --- |
| **Lodging** |
| **Name of hotel** |  | **Name of hotel** |
| **Address** |  | **Address** |
| **City & country** |  | **City & country** |
| **Phone number** |  | **Phone number** |

 **Student Signature Date**

### Every student or group of students must turn this form in to the faculty director before travel or leaving for the evening.