|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |
|  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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.