**Travel Form Template**

Please complete the travel form below once your travel is confirmed. (INSERT ORGANIZATION) will provide transportation from (INSERT NAME) Airport to the hotel, and from the hotel back to the airport for departure. Please mail or email completed form to the contacts below:

Mail signed documents to: (INSERT ADDRESS)

**Or** you may email signed documents to: (INSERT EMAIL)

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

\_\_\_ I am providing my own transportation and **do not wish** to have (INSERT ORGANIZATION) schedule transportation for me.

\_\_\_ I am flying into (INSERT NAME) Airport and wish to have (INSERT ORGANIZATION) schedule transportation for me at no cost. If checked, please complete the flight information table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ARRIVAL** | | | | | |
| **Date** | **Time** | **AM/ PM** | **Airline** | **Flight #** | **Previous Airport** *Layover or Originating Airport if Direct* |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEPARTURE** | | | | | |
| **Date** | **Time** | **AM/ PM** | **Airline** | **Flight #** | **Destination Airport** *Layover or Final Airport if Direct* |
|  |  |  |  |  |  |