**Off-Site Travel Form**

**Name:**

**Program site:**

**Travel overview:**

**Destination:**

**Cell phone number:**

**Date & time of departure:**

**Date & time of return:**

**Mode of transportation (train, bus, air, car, etc.):**

**Itinerary (please include details for all transit to and from the site):**

* Departure and arrival location
* Time of departure and arrival
* Carrier(s)
* Route or flight number(s)
* Connecting information

**Lodging:**

Please include all accommodations details for your off-site travel and call program staff with any changes to your reservation.

**Name(s) of accommodations:**

**Address(es):**

**Phone number(s):**

**Dates at each location:**

**List of other students who are traveling with you on this exact itinerary:**

**Contact information for all travel companions:**

**Student Signature:**

**Date:**