Cuyamaca College Logo

Travel Memo (per individual)

Date:

To: (Your Dean/Supervisor office)

From: (Name) Phone #:

Re: Travel Notes –(Name of Activity)

Business Services,

Please make the following arrangements for (your Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the above-stated activity.

**Transportation (Flights)**

* + Depart (San Diego) date
    - Flight #       Time:       Price $       Airline:
  + Return ( ) date
    - Flight #       Time:       Price $

Airline:

**Travel Information:**

* Name as it appears on Drivers’ License:
* Date of Birth:       (can provide orally when contacted)
* Gender:  Female  Male
* Cell Phone #       or e-mail:
* Lodging (Date(s) of overnight stays) ***Note:*** if already booked, please provide confirmation number
* Check In Date:       Check Out Date:
* Hotel Name, Phone Number, & Location:

$       (limited rooms available)

* Room Preference:  Double  Queen  King
* Special Needs or Requests:
* Group Rate Code:
* Parking:  Yes  No
* Registration

Link:

Location:       If attending Pre-Conference Event, provide name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference start day/time:            If appropriate, provide T-shirt size:

* + $       Early Bird Deadline:       Early Bird Rate $
* Special Dietary Needs:       (if any)
* Shuttle

Shuttle to/from Hotel and Airport  Yes  No (include your cell phone number)

Uber/Lyft