

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