|  |  |  |
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| **Traveler information** |  | **Program Name** |
|  |  |  |
| *Person requesting transportation* |  | *Name of Study Abroad Program*  |
| **Billing** |  |  |  |
| Budget Code |  |  | **check √ one:** |  | **need driver and vehicle** |
| *To be completed by CGE staff*  |  |   | **need vehicle only** (if driver is not needed, please only fill out information above the line, and email Katie at sensabkb@jmu.edu to work out logistics) |

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| **Traveler’s Contact Information** |
| *Please only put one traveler’s information regardless of number of travelers (e.g. Program Director)* |
| Cell phone: |  | Home phone: |  | Email: |  |

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| **Trip Information** |
| **Departure Trip information *(Going abroad)*** |  | **Returning Trip information *(Coming home from abroad)*** |
| **Date of Departure** |  |  | **Date of Arrival** |  |
| **Traveler(s) will be picked up by the driver at the following street address\*:** |  | **Arrival Airport** |  |
| Street Address: |  | **Airline Carrier and Flight #** |  |
| City, Zip: |  | **Traveler(s) will be dropped off at the following address after being picked up from the above airport\*:** |
| \*For more than one pickup location, please add address and order of pickup in the “Special instructions for the driver” box. |  | Street Address: |
| **Departure Airport** |  |  | City, Zip:  |
| **Airline Carrier and Flight #** |  |  | \*For more than one drop-off location, please add address and order of drop-off in the “Special instructions for the driver” box. |
| **Pick-up Time:** what time the first traveler(s) needs to be picked up to leave for the airport. Please consider the 2 hour check-in time for international flights.  |  | **□** a.m. **□** p.m. |  | **Pick-up Time:** What time the traveler(s) need to be picked up from the airport. Please add approximately 30 minutes to your arrival time to allow for customs and baggage claim. |  | **□** a.m. **□** p.m. |
| Number of people being picked up |  |  | Number of people being dropped off |  |
|  |
| **Emergency Contact in Harrisonburg** |
| Cell phone: |  | Home phone: |  | Email |  |

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| Special instructions for the driver |  |