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| **Participant** | **Arrival Date** | **Mode of Transportation****(Plane, train, automobile)** | **From** | **To** | **Departure dates** | **Mode of Transportation****(Plane, train, automobile)** | **From** | **To** |
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*Return this form to the Off-Campus Programs office, before leaving campus.*

*Contact the Off-Campus Programs office with updated information if any travel plans change after this document has been submitted*

**Participant information for Lawrence sponsored international travel**

Provide arrival and departure information specific to the Lawrence sponsored travel for each trip participant.

For flights, include airline and flight number.

Use a separate line for each leg of travel related to your Lawrence sponsored travel. Add additional lines as necessary.

**Trip leader contact information:**

**Name: Email: Cell Phone:**

**Provide a detailed itinerary of the group’s lodging. If an individual is traveling separately for a portion of the trip indicate that person’s individual plans at the end of the document.**

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| **Group Itinerary**Add additional lines as necessary |
| **Dates of Stay** | **Location** | **Lodging:** Include address and phone number. List a specific contact person for the location if that is relevant.**Transportation**: Include mode of transportation for an significant intra-city travel |
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**Solo travel:** If any member of the trip is deviating from the full group itinerary for any individual travel that is sponsored by Lawrence please detail that travel here.