

Sample Travel Information Request Form

U.S.-[FOREIGN SITE] Research Experience for Undergraduates (REU)
Department of ABC
XYZ University

Applicant Name _____

Institutional Contact Information:

Academic Department _____

Institution _____

Institution Address _____

Telephone _____

Fax _____

E-mail _____

Home Contact Information (during the academic year):

Home Address _____

Telephone _____

Fax _____

E-mail _____

Please provide your preferred airport and dates for departure and return; select the airport that is most convenient to either your institutional or home residence before the start of the Program. You must depart from and return to the same airport, and that you must arrive at the international site no later than [DATE]. After the Program office briefs the travel agent with participants' preferences, you will receive instructions on booking your flights.

Domestic Airport for Departure and Return _____

Preferred Date of Departure _____

Preferred Date of Return _____