

Onsite Travel Form

Name _____ Cell phone number _____

Destination _____

Date & time of departure _____ Date & time of return _____

Mode of Transportation – Roundtrip

Train Bus Air Car

Departing from the Site Information

Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Returning to the Site Information

Returning from:			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Lodging (please call advisor with any changes to your reservations)

Name of hotel	Name of hotel
Address	Address
City and country	City and country
Phone number	Phone number

_____ List other students who are traveling with you on this *exact* itinerary:

Check this box if you are staying on site in WPI provided housing for the entire weekend.

_____ Student Signature _____ Date

Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for.