

**THE UNIVERSITY OF NEW ORLEANS
OFFICE OF ADMISSIONS
TRAVEL ITINERARY**

Staff Member Name _____

OFFICE UNIT: ADMIN FRESH OPER/CRED STU SERV/ORIN INT DATA

I plan to travel on University business as outlined below:

Departure Date:		Departure Time:	
Return Date:		Return Time:	

TRAVEL MEANS: *(check all that apply)*

- University/Leased Auto : _____ (include airport rental)
- Personal Automobile
- Air (include arrangements below)
- Other (describe): _____

Air Flight Arrangements: *(include airport, airline, departure time, any layovers, arrival airport, arrival time, and return information)*

HOTEL INFORMATION:

Name of Hotel	Phone Number	# of nights	Cost Per Night

If you are not staying at a hotel (with friends, relatives, etc), check here:

If you are staying in a hotel, is it a hotel that is part of a conference: Yes No

ACTIVITIES DURING YOUR TRAVEL: *(include calendar dates)*

Date	Description(s)
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	