

# Traveler Itinerary Request Form McNair Scholars Program

Traveler's Information	
Name (as it appears on your Government-issued identification)	
Date of Birth	
Contact Number <i>(number available on day of travel preferred – ie. mobile number, etc.)</i>	
Known Traveler No. (if applicable)	
Rapid Rewards No. (if applicable)	
Flight Information	
Airline Name	
<i>Departure Date</i>	
Flight Number	
From	
To	
Departure Time	
Arrival Time	
<i>Return Date</i>	
Flight Number	
From	
To	
Departure Time	
Arrival Time	
Ground Transportation (Yes/No)	
Transfer from Airport to Hotel	
Transfer from _____	
Transfer from _____	
Transfer from Hotel to Airport	
Hotel Information	
Hotel Name	
Hotel Address	
Check-in Date and Time	
Room #	
Roommate(s)	
Check-out Date and Time	
Additional Information	



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Additional notes/comments/requests (please be as specific as possible)	
<b>Contact Information</b>	
<i>For more information in regards to travel, please review the Quick Guide to Student Travel document.</i>	
<i>If you have any questions related to this form or your travel arrangements, please contact Martha Toral at <a href="mailto:martha.toral@sjsu.edu">martha.toral@sjsu.edu</a> or directly at 408 924-2541</i>	

