

INDIANA UNIVERSITY DEPARTMENT OF THEATRE AND DRAMA
***Confidential* Faculty/Staff/Student Travel Information**
(to be completed by traveler)

Name (Your official travel name MUST match ID used when traveling): _____

Home phone: _____

Cell phone: _____

Cell phone carrier (e.g., AT&T, Verizon - for airline text alert purposes): _____

Email address: _____

Method of contact once on-route to airport: Cell _____ Email _____ Text _____

Home address: _____

City, State, ZIP: _____

Date of birth: _____

Sex of traveler: Male _____ Female _____

Airline seating preference (Circle one), if available: Aisle _____ Window _____

Meal preference, if applicable: _____

I am happy to make hotel/housing reservations for you; however, IU policy requires that reservations be placed on the traveler's credit card.

If you would like me to book your hotel/housing, *please*, provide the following credit card information:

Type of card (Circle one): VISA ___ MASTERCARD ___ AMERICAN EXPRESS ___ DISCOVER ___ (Please, understand that AmEx and Discover may not be accepted.)

Account number on card: _____ Name (as it appears on card): _____

Security code (on back of card): _____ Expiration Date: _____

Emergency contact information:

Name: _____

Address 1: _____

Address 2: _____

City, State, ZIP: _____

Phone: _____

All information provided will be kept confidential and in a locked file .