

Administrative Procedure 260 Appendix B

Field Trip Detailed Flight / Travel Itinerary

School: _____

Field Trip Activity: _____

Dates of Field trip: _____

Detailed **Departure** Information:

Date	Time	Airline Flight No. or Carrier Details	Direct/Layover/Transfer Where/what time	Arrival Time

Methods of Transportation during the stay:

From airport to hotel:

From hotel to venues:

Detailed **Return** Information:

Date	Time	Airline Flight No. or Carrier Details	Direct/Layover/Transfer Where/what time	Arrival Time

Date