



# Academic Arrangements Abroad

## Flight Request Form

**PLEASE COMPLETE CAREFULLY. FILL OUT ALL APPLICABLE SECTIONS.**

**TRIP NAME:** \_\_\_\_\_

**DEPARTURE DATE:** \_\_\_\_\_

Name(s) as it appears on passport: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax or E-mail: \_\_\_\_\_

### SECTION I – Group International Flights

- I/We would like Arrangements Abroad to book my/our international flights as per the group flight schedule.
- Class of Service:       Economy     Business
- I/We are participating in the Prelude or Postlude (if applicable)
- I/We would like Arrangements Abroad to book flights different from the group flights (see Section III).
- I/We will make our own international air arrangements (See Section IV).

### SECTION II – Domestic Flight Arrangements

*Please complete the following if you would like us to make arrangements for your domestic flights to meet your group flights:*

#### Domestic Air:

- From (City/Airport): \_\_\_\_\_  
To (City/Airport): \_\_\_\_\_
- Travel Dates:     Same-day connection as suggested flights.  
                           Different-day connection: Depart \_\_\_\_\_ Return \_\_\_\_\_
- Class of Service:     Economy       First

### SECTION III International Air different from the group flights:

*Please complete the following if you will not be using the group flights, but would like us to book your international flights for you. Please note: we cannot assist you with using Frequent Flier miles. Air ticket purchases using Frequent Flier miles must be made directly with the airline.*

- From (City/Airport): \_\_\_\_\_  
To (City/Airport): \_\_\_\_\_
- Travel Dates:     Same day as group flights.  
                           Different day as group flights: Depart \_\_\_\_\_ Return \_\_\_\_\_
- Class of Service:     Economy       Business

Please complete both sides of this form →

**SECTION IV – Independent Air**

*If you have made your own flight arrangements, please complete the following:*

I/We have made my/our own air arrangements, but they are the same as the suggested group flights.

I/We have made my/our own air arrangements, different from the group (please complete below).

**1. Departure**

Day and Date: \_\_\_\_\_ Airline and Flight Number: \_\_\_\_\_

From (City/Airport): \_\_\_\_\_

To (City/Airport): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Day and Date: \_\_\_\_\_ Airline and Flight Number: \_\_\_\_\_

From (City/Airport): \_\_\_\_\_

To (City/Airport): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**2. Return**

Day and Date: \_\_\_\_\_ Airline and Flight Number: \_\_\_\_\_

From (City/Airport): \_\_\_\_\_

To (City/Airport): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Day and Date: \_\_\_\_\_ Airline and Flight Number: \_\_\_\_\_

From (City/Airport): \_\_\_\_\_

To (City/Airport): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**SECTION V – Additional Arrangements\***

I/We will need wheelchair assistance at the airport.

Name(s): \_\_\_\_\_

I/We will need extra hotel nights (pre- or post-program).

If so, please state date(s) and city: \_\_\_\_\_

I/We will need airport transfers to/from hotel.

If so, please state date and city: \_\_\_\_\_

*\*Costs for additional arrangements to be advised*

Please return to: **Academic Arrangements Abroad**, 1040 Avenue of the Americas, New York, NY 10018-3721  
Or **FAX:** (212) 344-7493. If you have questions, please contact us at (212) 514 - 8921 or (800) 221 – 1944.