

Flight Plans Report Form – send this to Albany after you have booked your flight!

Name: _____

Country: _____ Host Univ. _____
____ fall or year program ____ spring semester ____ summer ____ winter intersession

Name and phone or contact information of the **travel agent** you booked your flights with:

Most Albany programs do not organize group flights, but a few do have them.

Your specific program materials will give you details if there is to be a group flight.

Are you participating on a group flight arranged by the University at Albany?

yes, I'm going with group (Please complete the return flight section of this form if you are not also coming back with the group.)

no, I'm not. (Please go on to the next step.)

If you are not on a group flight arranged by Albany, please attach a clear copy of your itinerary which lists all legs of your trip, including your return flight, OR complete the form below.

Outbound flight:

NOTE: providing this information does not mean that your flight will be met!

Departure date: _____
Flight: (airline and flight number) _____
Departing from (city and airport): _____
Time: _____

List any connecting flights before the last part of your trip: (carrier/flight number/time)

Arriving in

City and airport: _____
Date: _____
Flight: (airline and flight number) _____
Time: _____

Return flight:

Departure date: _____
Flight: (airline and flight number) _____
Departing from (city and airport): _____
Time: _____