

Travel Information Worksheet for Invitational Travel

UPON COMPLETION OF THE FORM, PLEASE FAX TO DONNA BUCKLEY AT FAX (301) 763-8108. IF YOU HAVE ANY QUESTIONS, YOU MAY CONTACT HER AT (301) 763-8217.

PLEASE TYPE OR PRINT THE INFORMATION REQUESTED BELOW

NAME: _____

ADDRESS: _____

SSN: _____ PHONE: _____ E-mail _____

Travel Destination: **CIRA, Colorado State University, Fort Collins, CO**

Purpose of Travel: **To attend the CIRA/CoRP Symposium**

Who is paying for the travel? **NOAA/NESDIS/Office of Research and Applications (ORA)**

Accounting Code: **MSI Funds**

Is there a registration fee? YES Amount will be paid by **ORA**

PLEASE DO NOT PURCHASE TICKETS FOR THIS TRIP - YOU MAY NOT BE ABLE TO BE REIMBURSED. ORA WILL MAKE YOUR RESERVATIONS AND PAY FOR YOUR AIRLINE TICKETS.

WE WILL TRY TO ACCOMMODATE YOUR PREFERENCES AS YOU STATE BELOW.

Preferred Airport of Departure: 1. _____ 2. _____

Date: **Monday, August 14, 2006** Preferred Time to depart _____

Date to depart Denver Airport: Evening of **Wednesday, August 16** **Thursday, August 17**

Preferred Time to depart Denver airport (DIA) _____ Preferred Seating: AISLE WINDOW

Transportation To/From origination airport: TAXI/LIMO Own Vehicle, Est. Mileage _____

Transportation To/From DIA/Fort Collins/DIA: Make your own reservation with Shamrock Airport Express shuttle: (970-482-0505). Their website is: http://www.rideshamrock.com/rs_ax.php The cost each way is \$26.

Hotel Reservations Needed? YES **Please make your own reservations directly with the hotel.**

Hilton Fort Collins, 425 West Prospect Avenue, Fort Collins, Colorado, (970) 482-2626, Fax (970) 224-9209 Reservation site: http://www.hilton.com/en/hi/groups/personalized/fnlcohf_mzz/index.jhtml

Code word: NESDIS