

**TRAVEL ITINERARY FORM**

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

**COUNTRY OF GRANT:** \_\_\_\_\_

After determining firm travel plans, please complete this form and return it to IIE as soon as possible. It is necessary that we have this information in order to produce your first check. We require at least **four** weeks (from the arrival of this form at IIE) to process and produce your first check.

If you are already in the host country, or will have been there prior to the grant start, please list your travel itinerary to the host country, and indicate the start date below the travel information.

NOTE: Please list your entire itinerary including stopovers and, where possible, any accommodations with telephone numbers.

***EXAMPLE***

<u>DATE</u>	<u>LEAVE</u>	<u>ARRIVE</u>	<u>AIRLINE/FLIGHT #</u>	<u>ARRIVAL TIME</u>
10/1/2006	New York City	Curacao	United 188	2:30 PM
10/2/2006	Curacao	Aruba	United 192	4:00 PM

*Staying at Hotel Arille in Curacao (10/1/2006)*

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***YOUR ITINERARY***

<u>DATE</u>	<u>LEAVE</u>	<u>ARRIVE</u>	<u>AIRLINE/FLIGHT #</u>	<u>ARRIVAL TIME</u>
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**GRANT START DATE:** \_\_\_\_\_

**GRANT END DATE:** \_\_\_\_\_