

DATE:

Individual / Global REACH Travel ‘Detail’ Form

Travelers must complete & submit the ‘Travel Detail’ form (see attached) to Robyn Hodges at rbhodges@umich.edu at Global REACH (5113 Med Sci I / 1301 Catherine St) **45 days** prior to the departure date, in order for the ticket to be booked. Global REACH will respond back to the traveler within **14 days** by email with a proposed travel and lodging itinerary.

- Complete country specific visa application <http://www.perryvisa.com/webPages/visa.php>
 - Original passport that contains a minimum of two (2) blank pages
 - Two (2) color passport size photos (shot on a white background)
- If you are not a United States citizen, additional documents may be required.
All information/forms can be found on <http://www.perryvisa.com/webPages/visa.php>

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|--------------------------------------------------------|-------------------------------|-----------|
| a. Name on passport: | Passport #: | Exp date: |
| b. Phone #: | | |
| c. Birth date: | d. Gender: | |
| e. Frequent flyer #: | | |
| f. Emergency contact name: | g. Emergency contact phone #: | |
| h. Seat preference: | i. Meal preference: | |
| j. Person/Dept responsible for travel/lodging: | | |
| k. Department short code: | | |
| l. Departure date from Detroit: | | |
| m. City preference for layover should it be necessary: | | |
| n. Departure date to Detroit. | | |

Comments:

Should you have any questions or concerns, please contact Robyn Hodges at Global REACH, 734-615-5692 or rbhodges@umich.edu.