



– TRAVEL INFORMATION –

Please complete this form and return it by email to **IIGB administrative staff**

**Directions:** This form is protected to preserve the formatting. Use your tab button to move between fields as you fill out the form.

<b>INFORMATION:</b>			
Contact Person (Assistant):		Email:	
Last Name:	First Name:	MI:	
Institution:			
Address:			
City:	State/Province:	Zip:	Country/Region:
Personal Mailing Address:			
City:	State/Province:	Zip:	Country/Region:
Telephone:	Cell Phone:	Fax:	
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, indicate the type of <u>visa</u> * that you possess: <i>*The completion of additional forms and a copy of your visa will be required for reimbursement.</i>		
<u>Special Accessibility, dietary or assistance requirements:</u>			
May we record your seminar? <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>TRAVEL INFORMATION:</b>		
Flying <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth (MM/DD/CCYY):	
Closest Airport:	Gender on Passport/Driver's License:	
Arrival Date (am/pm):	Departure Date (am/pm):	
Preferred Airline:	Frequent Flyer #:	Name on Passport/Driver's License:
Driving <input type="checkbox"/> Yes <input type="checkbox"/> No We will need proof of insurance	License Plate:	Trip Dates & Time (am/pm):
<b>Transportation:</b> Between the Airport and UCR/Riverside	I understand that if I arrange for my own taxi/Uber/Lyft from the airport it will be reimbursed by UCR after the trip. <input type="checkbox"/> Yes, I will arrange my own transport <input type="checkbox"/> No, I will need assistance	

<b>HOTEL:</b>	
I will require room reservations for the evenings of (2 maximum)?	
<input type="checkbox"/> Additional Nights (at own expense; UC rates):	I do not require hotel reservations. <input type="checkbox"/>

<b>TITLE OF PRESENTATION:</b>
<b>ABSTRACT:</b>
<b>Images:</b> Please submit an image of your work or a photo of yourself that you would like included in the event promotional material. (Optional)