



**International Programs Office**  
**MUSKINGUM UNIVERSITY**  
 163 Stormont Street  
 New Concord, OH 43762  
 Tel. +1-740-826-8127  
 Fax. +1-740-826-6113

## Travel Form

*Please complete this form and return it to International Programs, MH 1A, Muskingum University, New Concord, Ohio 43762. It is important that you submit detailed information about your travel plans so that your transportation from the Columbus, Ohio(Port Columbus International Airport -CMH) airport can be arranged.  
 If you have any questions please call the International Programs Office at (740) 826-8127.*

Reservations must be made by the student who is requesting transportation. Your friends or someone else may not make the reservation for you. When making an airport shuttle reservation, you must include your name, the name of the airline, your flight number, the city of departure, your arrival or departure time and date, and an email address where you can be contacted. If there happens to be any change with your flight information, you must notify your driver immediately. Upon confirmation of your flight schedule, you will receive your driver's name and telephone number.

Once you have requested transportation from the International Programs Office, please do not make any other arrangements to have someone else pick you up or take you to your destination. Once your reservation is made with our office, you are obligated to honor your reservation; in the event that you do, future transportation from the university will not be guaranteed.

When taking an airport shuttle, you may have to leave campus very early in order to accommodate the flights of several students leaving earlier than you, or wait in the airport for a few hours before the shuttle arrives and/or returns to campus. If you must wait for your shuttle at the airport, and have not been informed otherwise, the shuttle driver will meet you in the baggage claim area of the airport at the designated time.

### Arrival Information

**Name:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_ **a.m. or p.m.**

**Airline:** \_\_\_\_\_ **Flight Number:** \_\_\_\_\_

**Arriving From:** \_\_\_\_\_

**Confirmation Number or Ticket Locator Number (this is so that we can track your whereabouts if your scheduled flight is late or canceled):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**When available, please email or fax a copy of your complete itinerary to the International Programs Office. Fax: +1 (740) 826-6113**