

Appendix 2c: Travel Information Form To Send to Candidate with Confirmation Letter

Section 1: Completed by hiring department

Your interview for the position of _____ is scheduled for _____ . Please contact Child Travel New York, Inc. d/b/a Direct Travel 518-292-9000 and have the name of the Travel Administrator available for assistance with airline, car rental in NYC and hotel arrangements. You can reach them at (518) 292-9000 or by writing CTTtravel@dt.com.

Flight Railroad Hotel # of nights _____ Car Service

Car Service:

Pickup Date/Time: _____ From: _____ To: Lehman College Gate # ____

Pickup Date/Time: _____ From: Lehman College, Gate __ To: departure point

Pickup Date/Time: _____ From: _____ To: _____

Section 2. Completed by Candidate

Please complete the section (as appropriate). This information will help the agent to arrange your travel and/or accommodations.

Name: _____

Cell Phone# _____ Alternate# _____

Email Address: _____

Emergency Contact (Optional) Name: _____ # _____

Air Travel Information

Date of Birth: _____ Sex (M/F): _____

Travel Date: _____ Time: _____

From State/Airport Code: _____ To State/Airport Code: _____

Return Date/Time: _____

From State/Airport Code: _____ To State/Airport Code: _____

Passport other than USA: _____

Amtrak (to be completed by candidate only if traveling by rail to campus):

Date: _____ From Station/Time: _____ To Station/Time: _____

Return Date: _____ From Station/Time: _____ To Station/Time: _____