

MACON STATE COLLEGE

Travel Reservation Form

Employee Name	
Passenger Name*	
	(* If booking for a 2nd party such as speaker or applicant.)
Work Phone #	
Home Phone #	
Fax #	
Email Address	

AIR TRAVEL

Complete as much information as possible. The Travel Agent will select all choices of flights within your time frame. The flights under the Georgia Statwide Contract are the preferred choices and must be the first considered.

FROM	TO	DATE	Approx Departure / Arrival Time	Confirmation Number

HOTELS

Available hotels: Baymont Inn (off Zebulon Road); Hampton Inn (off Eisenhower); Fairfield Inn (off Zebulon)

1st Choice	
2nd Choice	

TRANSPORTATION TO/FROM AIRPORT

Select one:

Groom Shuttle (MSC billed, reservation must be made by MSC, will deliver to hotel or MSC)

Rental Car (\$35 per day limit, including gas, applicant must make reservation, pay & be reimbursed)

Pick up by MSC employee: _____
(name)