



**International Union
of Operating Engineers
National
Training
Fund**

Travel Information Gathering Form

Please use this form to plan attendees travel for course/events held at the IUOE International Training and Education Center (ITEC) in Crosby, TX. This form will arrange airfare/dorm room/transportation requests. Please return this form to Kishna Ricks via fax at (202) 778-2618, email kricks@iuoe.org, or through the button at the bottom of this page.

Traveler Information	
Course/Event(s) Registered for:	
Course/Event Start Date:	Course/Event End Date:
IUOE Register #:	
FULL NAME on Photo ID:	<p style="font-size: small;">Domestic travelers must use the FULL NAME as it appears on their non-expired government- issued photo ID. (Driver's License, Passport...)</p> <p style="font-size: small;">International travelers must use the FULL NAME as it appears on their PASSPORT.</p>
Title/Position:	
ADA Needs:	
Do you need a Dorm Room: Yes No	
Check In Date:	Check Out Date:
Additional Requests:	
Do you need Airfare: Yes No	
Date of Birth:	Gender: Male Female
Traveler's Email:	Traveler's Cell Phone:
Departure City:	Departure Airport:
Departure Date:	Preferred Departure Time:
Return Date:	Preferred Departure Time:
Airline Rewards Programs (i.e. American Advantage, Delta Sky Bonus, etc.)	
Additional Information/Requests:	
Do you need a shuttle from the airport: Yes No	
Additional Information:	

I have read and accept the terms presented in the IUOE/NTF travel policy.