

Travel Course Template

Course Title: _____

Travel Course Leader (TCL): _____

TCL contact information: _____

Email: _____

Office phone: _____

Other phone: _____

KEY: below are letters to a short hand key. Please *italicize* all items the travel agency definitely needs to address.

B= breakfast

O= overnight accommodations

T= travel considerations

G= guide

L= lunch

* = special arrangements

C= classroom space

D= dinner

Travel Day #	Day	Date	Location	Program
1	Sunday	5/1		
3	Monday	5/2		
4	Tuesday	5/3		
5	Wednesday	5/4		
6	Thursday	5/5		
7	Friday	5/6		
8	Saturday	5/7		
9	Sunday	5/8		
10	Monday	5/9		
11	Tuesday	5/10		
12	Wednesday	5/11		
13	Thursday	5/12		
14	Friday	5/13		
15	Saturday	5/14		
16	Sunday	5/15		
17	Monday	5/16		
18	Tuesday	5/17		
19	Wednesday	5/18		
20	Thursday	5/19		
21	Friday	5/20		
22	Saturday	5/21		
23	Sunday	5/22		
24	Monday	5/23		
25	Tuesday	5/24		
26	Wednesday	5/25		
27	Thursday	5/26		
28	Friday	5/27		
29	Saturday	5/28		
30	Sunday	5/29		
31	Monday	5/30		
32	Tuesday	05/31		