

Travel Course Itinerary Template May 2019

TCL contact information: _____ Email: _____

Office phone: _____ Other phone: _____

KEY: below are letters to a short hand key.
Please **highlight** 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

Date	Day	Travel Day	Location	Program
5/6	Monday			
5/7	Tuesday			
5/8 First day of classes	Wednesday			
5/9	Thursday			
5/10 Last day to w/draw from a course	Friday			
5/11	Saturday			
5/12	Sunday			
5/13	Monday			
5/14	Tuesday			
5/15	Wednesday			
5/16	Thursday			
5/17	Friday			
5/18	Saturday			

5/19	Sunday			
5/20	Monday			
5/21	Tuesday			
5/22	Wednesday			
5/23	Thursday			
5/24	Friday			
5/25	Saturday			
5/26	Sunday			
5/27 No classes- Memorial Day	Monday			
5/28	Tuesday			
5/29	Wednesday			
5/30	Thursday			
5/31 Final Exams	Friday			
6/1	Saturday			
6/2	Sunday			
6/3	Monday			
6/4 Final grades due	Tuesday			