

Travel Course Itinerary Template
May 2016 (Academic Calendar still tentative as of 3/5/15)

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
L= lunch

O= overnight accommodations
* = special arrangements

T= travel considerations
C= classroom space

G= guide
D= dinner

Date	Day	Travel Day	Location	Program
5/1	Sunday			
5/2	Monday			
5/3	Tuesday			
5/4 First Day of Classes	Wednesday			
5/5	Thursday			
5/6	Friday			
5/7	Saturday			
5/8	Sunday			
5/9	Monday			
5/10	Tuesday			
5/11	Wednesday			
5/12	Thursday			
5/13	Friday			

5/14	Saturday			
5/15	Sunday			
5/16	Monday			
5/17	Tuesday			
5/18	Wednesday			
5/19	Thursday			
5/20	Friday			
5/21	Saturday			
5/22	Sunday			
5/23	Monday			
5/24	Tuesday			
5/25	Wednesday			
5/26	Thursday			
5/27 Final Exams	Friday			
5/28	Saturday			
5/29	Sunday			
5/30 Memorial Day	Monday			
5/31	Tuesday			