

RESERVATION FORM

USC FLIGHT (ONE-DAY ROUND TRIP) TO WASHINGTON, DC

A reservation form for each passenger must be completed prior to your trip. Reservations are made on a first-come, first-serve basis. A confirmation form will be faxed to each passenger several days before the scheduled flight. In addition to one-day round trip, it is possible to go on one flight and return on another, provided a minimum of three passengers is scheduled for each flight.

Passengers must be at Owens Field Airport in Columbia no later than 6:40 am, and, for the return flight to Columbia, passengers must be at [Manassas Regional Airport](#) in Virginia no later than 3:45 pm for a 4:00 pm departure. To allow sufficient travel time for the return flight please leave Washington, DC around 2:30 pm. The flights take about two hours each way.

A travel authorization form for each trip must be sent to the Controller's Office for passengers expecting departmental reimbursement for expenses. If no reimbursement is authorized, a memo signed by the supervisor and placed in the passenger's departmental file will be sufficient proof for insurance purposes that the trip was authorized.

Flight dates requested in priority order are:

1st Choice	2nd Choice	3rd Choice

PASSENGER INFORMATION			
Name			
College/Department/Campus			
Campus Mail Address			
USC Telephone		Fax Number	
E-Mail Address			

I plan to visit the following agencies, foundations, congressional offices, etc.

Office			
Contact Name			
Telephone Number			
Office			
Contact Name			
Telephone Number			

For information on spaces available go to [Scheduled Flights](#) .

Please send completed reservation form to Sandra Watts at 777-2983, Fax 777-4136, Email swatts@sc.edu or mail to the SPAR office.