

## ALUMNI AWARD WINNER TRAVEL INFORMATION

We look forward to your campus visit to be recognized as an alumni award winner and engage with the School of Music, Theatre & Dance community! Your transportation to Ann Arbor and your lodging are covered by the SMTD Office of Advancement up to \$1,500 for those traveling domestically and up to \$3,000 for those traveling internationally.

Please provide all the necessary information for your travel booking to Development Generalist Emily Carter Sharpe ([emicarte@umich.edu](mailto:emicarte@umich.edu)). Flight details are captured below. Please note that the University only allows air travel in economy class seating, not business or first class.

Please also indicate if you have any preferences for hotel accommodations and if you require transportation to travel to and from campus, such as a pre-booked car service, rental car, ridesharing service, or taxi. For all of these options, please provide Emily receipts after your residency. Please kindly decline optional rental car insurance and hotel incidentals, as these are not reimbursable under university policy.

If you prefer to drive your own vehicle to and from campus, you may request reimbursement at 70.0 cents per mile (as of January 1, 2025), calculated from your originating address to Ann Arbor and returning. Tolls will be reimbursed in addition. Complimentary campus parking can be arranged upon request.

**Traveler Details**  
\* Required

First Name \*

Enter guest's first name

Middle Name

Enter middle name

Last Name \*

Enter guest's last name

Suffix

Please select ▼

Date of Birth \*

mm/dd/yyyy

Gender \*

Please select ▼

Mobile Phone \*

Enter guest's phone numb

Email \*

Enter guest's email

**Additional Traveler Information (optional)**  
Enter TSA Secure Flight Passenger and APIS information.

Known Traveler Number

Enter known traveler number

Known Traveler Country

Select a country ▼

Redress Number

Enter redress number

Redress Number Country

Select a country ▼

Passport Number

Enter passport number

Passport Country

Select a passport country ▼

Expiration

mm/dd/yyyy

Visa Number

Enter visa number

Visa Country

Please select ▼

Issue Date

mm/dd/yyyy

+ Add another visa

**★ Loyalty Programs (optional)**  
Please note, membership numbers are only stored for this booking. After this booking is completed, please update the profile for inclusion in future bookings.

Supplier

Enter supplier ▼

Member Number

Enter member number