SCHOOL OF
MUSIC, THEATRE & DANCE
UNIVERSITY OF MICHIGAN

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.

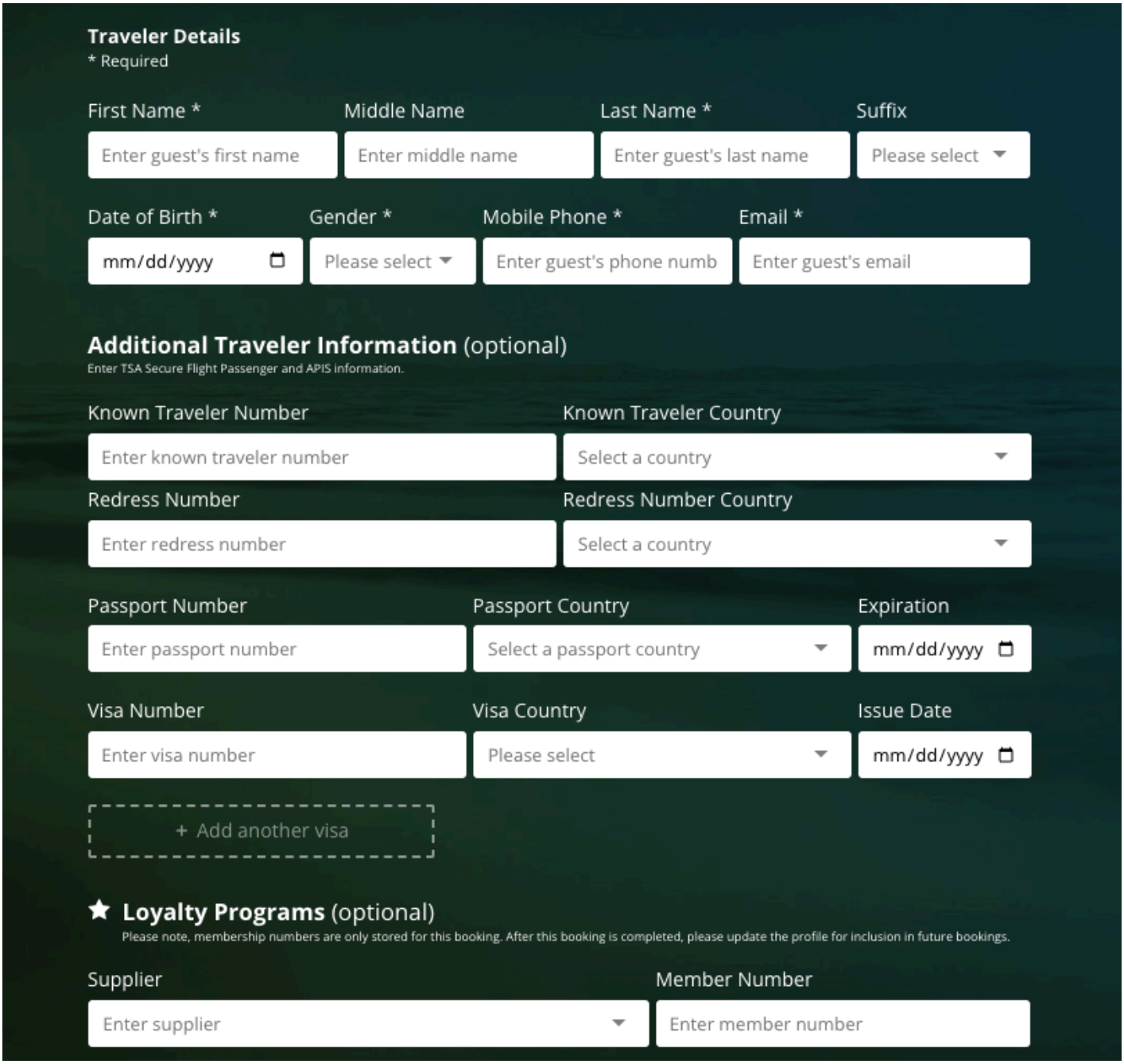
Please provide all the necessary information for your travel booking to Assistant to the Dean and Dean's Office Judy McDonald (jkmcdon@umich.edu). Flight details are captured below. Please note that the University only allows air travel in economy class seating, not business or first class.

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 Judy 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 76.0 cents per mile (as of August 1, 2026), calculated from your originating address to Ann Arbor and returning. Tolls will be reimbursed in addition. Complimentary campus parking can be arranged upon request.

Guest Flight Details Required, if you're requesting a flight booking:

- First, Middle and Last Name. Optional Suffix.
- Date of Birth
- Gender
- Mobile Phone
- Optional - Additional Traveler Information (Enter TSA Flight Passenger and APIS Information.)
    - Known Traveler Number / Known Traveler Country
    - Redress Number / Redress Number Country
    - Passport Number / Passport Country / Expiration
    - Visa Number / Visa Country / Issue Date
- Optional - Loyalty Programs (Please note, membership numbers are only stored for this booking.)
    - Supplier (Airline) / Member Number


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