

# Welcome to the Cypress College Travel Resource Office!

*Travel Resources for Cypress College Students, Faculty, and Staff  
Provided by Students in the Airline & Travel Careers Programs*

The Cypress College Travel Resource Office (CCTRO) is run by students in the Airline & Travel Careers programs here at Cypress College. While we do not book any reservations, we will research destinations and put together a package of information for you--the students and faculty--to use for reference when making your travel arrangements. We will also provide you with a list of our local travel agencies should you need help booking any portion of your itinerary. Please understand that we cannot endorse any agency or guarantee the information provided to you.

Simply complete the following questionnaire. We will research possible itineraries and resources for you, and we will put together a package for you within the next two weeks.

*Thank you and Bon Voyage!*

**Name:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Best way to reach you:**

Phone  \_\_\_\_\_

Email  \_\_\_\_\_

**Number of travelers:** \_\_\_\_\_

**Children?** Yes  No  Ages? \_\_\_\_\_

**Purpose of trip:** \_\_\_\_\_

**Travel Dates:** \_\_\_\_\_

**Research services desired:**

Air transportation

Cruise

Rental Car

Tour Package

Rail Transportation

Accommodations

**Any preferred vendors?** \_\_\_\_\_

**Budget for this trip:**

First-class Faculty Budget

Family Plan Budget

Starving Student Budget

**Indicate any physical limitations that will need accommodation:** \_\_\_\_\_

**Anything else we should know?** \_\_\_\_\_

**We will notify you when our research is complete. How would you like to receive the package?**

Will pick up from the mailbox outside Travel Resource Office.

Will pick up on Mon., Tue., & Wed. between 10 a.m. to 2 p.m.

Please send through company mail to \_\_\_\_\_

**In Office Use Only:**

Date in: \_\_\_\_\_

Date out: \_\_\_\_\_