

Outside Examiner Travel/Accommodations Form

Dear Honors Advisors:

Please complete the information on both sides of this form, about the outside examiner for your Honors program and return it to Academic Services, 7 Lane Hall by 3/8/10. *Outside examiners will receive a welcome letter, the Thesis, Honors Guideline Booklet, Individual Evaluation form, Outside Examiner Expense form, IRS W-9 (required for payment) and a meal card.*

TRAVEL:

Travel and accommodation are arranged after March 15. Please advise Academic Services (786-6480) if this does not work for you.

Advisor Name & Department/Program _____

Honors Candidate Name _____

Outside Examiner Name: _____

Current Academic Affiliation: _____

Mailing Address: _____

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____ Fax: _____

Email: _____

Nearest Major Airport (City/State): _____

Arrival Date: _____ Time Preference to Leave Home: AM [] PM []

Return Date: _____ Time Preference to Return Home: AM [] PM []

Notes: _____

Is a rental car needed? Yes [] No [] (Often the easiest, most cost effective transport.)

Is shuttle transportation needed from Portland to Lewiston? Yes [] No []

Is shuttle transportation needed from Lewiston to Portland? Yes [] No []

For Academic Services use only:

Diane Bowie, Dube Travel: Please e-mail or fax travel arrangements to the Outside Examiner and to Nancy LePage at nlepage@bates.edu.

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ACCOMMODATIONS:

Are hotel accommodations needed? Yes [] No []

[] Dunn House (preferred) (0010-2052-9081)

[] Ware Street Inn

For Ware Street Inn Guest:

Would you like to have breakfast with your candidate at the Ware Street Inn? Yes [] No []

What day? _____ Time: _____ Number of people: _____

Notes: _____

[] Hilton Garden Auburn, ME Conf. # _____

[] Hilton Garden at the Portland Airport Conf. # _____

[] Other: _____

Thank you for your assistance. Please keep a copy for your files and return original to:

Nancy LePage, 7 Lane Hall

Fax 786-8393.

Questions? Please call 786-6480 or e-mail nlepage@bates.edu

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