**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 March 3, 2014*. Outside examiners will receive a welcome letter with information about how to download the Honors thesis, the 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 by Nancy LePage in the Office of Academic Services.

Advisor Name & Department/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honors Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Outside Examiner Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Academic Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Flights:**

Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nearest Major Airport (City/State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time Preference to Leave Home: AM [] PM []

Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time Preference to Return Home: AM [] PM []

Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 []

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**ACCOMMODATIONS:**

**Reservations, if available, will be made at the Bates College Dunn Guest House for your examiner by our office.**

Will your guest need lodging?

No [] Yes [] #Guest(s) []

Arrival Date: Departure Date:

Special Requests:

Dunn House Wireless Guest Request: **[ ]** (It takes a minimum of 48 hours to fulfill the request)

*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*

***Travel arrangement information will be sent to the Outside Examiner by Nancy LePage and Dube Travel***

**For Academic Services use only:**

[]Dunn House Conf. #

[]Residence Inn by Marriott, Auburn, ME Conf. #

[]Hilton Garden Auburn, ME Conf. #­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[]Hilton Garden at the Portland Airport Conf. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[]Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_