**TRAVEL PLANS FOR EXPEDITION – 352 Name**

**(AS APPEARS ON GOVT. ISSUED I.D.)**

**Account No.** S**ubCode Cost Ref. AMS Req.**

 ***DUE DATE: Please return Form to Department Supervisor no later than – 13 June***

**ITINERARY REQUESTED**(List the actual dates for all reservations even if it is standard to/from the ship)

***STANDARD DEPARTURE DATE: 27 July/Arrive Yokohama – 28 July***

**DEPART FROM: DATE**

**TO: DATE**

**TO: TOKYO, JAPAN DATE**

 (***SHIP ARRIVES*: *YOKOHAMA ON 30 July*)**

**RETURN FROM: TAIPEI, TAIWAN DATE­­**

 (***SHIP ARRIVES*: *KEELUNG: ON 29 September*)**

**TO:**   **DATE**

 **TO: DATE**

**Does travel include Non-IODP travel? NO YES - \*Personal Travel Dates**

**\**FOR REIMBURSEMENT PURPOSES ONLY (Hotel/Meals). THESE DATES ARE NOT ASSOCIATED WITH TRACKING VACATION OR OTHER LEAVE.***

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*HOTEL REQUESTS\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

* **YOKOHAMA** – **YOKOHAMA BAY HOTEL**. Location:<http://ybht.co.jp/en/pdf/000084948.pdf>. ***NO DEPOSIT OR PREPAYMENT REQUIRED, GUESTS PAY ROOM/TAXES AT CHECK-OUT.*** The rate Sun. - Fri. is JPY16,000 (approx. $155) per night and for a Sat. night is JPY26,000 (approx. $252). Rates include service charge, excludes 8% Consumption tax.

 Additional information about the hotel and their cancellation policy is available at: http://iodp.tamu.edu/travel/portcall/Exp352\_recon.pdf

 Check In\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Room Preference:**  **Single** **Share a room with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **KEELUNG *–* EVERGREEN LAUREL HOTEL, KEELUNG**, 62-1 Chung Cheng Rd., Keelung, 20248, Taiwan.

 ***A one night room deposit is required by the hotel and will be prepaid by IODP.***

Rates: Single Room - TWD3,300 (approx. - $107)/Double - TWD3,600 (approx. - $117).

Website: <http://evergreen-keelung.hotel.com.tw/eng/>. CANCELLATION/CHANGE POLICY : A one night’s room charge will be charged for cancellations or no-shows.  A one night’s room charge will also apply for any guest checking out early.

 Check In\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Room Preference:**  **Single** **Share a room with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **TRAVEL ADVANCE REQUESTED FOR THE ABOVE TRIP:** |  | **YES** |  | **NO** |

*Travel Advance funds are subject to the terms of the TAMRF-IODP Travel Policy,* [*http://iodp.tamu.edu/travel/travel.html.*](http://iodp.tamu.edu/travel/travel.html)

T*raveler agrees to comply with the terms of the TAMRF-IODP Travel Policy and to submit the travel expense voucher for this trip*

*Within ten (10) days after return. Advance will not be made more than thirty (30) days prior to the date of departure.*

**DATE ADVANCE DUE TO TRAVELER:**

**TOTAL ADVANCE REQUESTED $ (AMOUNT CALCULATED BY TRAVEL DEPT.)**

**Traveler's Signature**

*(Signature confirms all requested arrangements above)*

Date:\_

**I am an employee of TAMUS / is this payment made to or on behalf of a U.S. Citizen or Legal Permanent Resident? Yes No**

**Approved: Department Head/Delegate**

*(Signature approves all requested arrangements above)*

Date:

**=============================FOR IODP TRAVEL OFFICE==========================**

**Screen 104 Voucher # GL# Screen 111 Voucher #**