**Student Itinerary Template**

**Name of Study Trip**

**Dates**

**Flights:**

Portland Departure (##): List Names

* Airline, Flight Number
* Departure City/Time and Arrival City/Time

Boston Departure (##): List Names

* Airline, Flight Number
* Departure City/Time and Arrival City/Time

Cartagena Departure (List names or “all”)

* Airline, Flight Number
* Departure City/Time and Arrival City/Time

**Sample Important Notes:**

1. Arrive two hours early to the first flight (that’s 4am folks!)
2. When you arrive at the connecting airport, there is only 1 hour between the flights, go immediately to the departure gate for the next flight and, afterwards (if there is time), you can grab something to eat at the snack bar.
3. If your flight is cancelled (storm) or you don’t make the connection (delay), please work with the airline to get on the next available flight to Cartagena/JFK. [Insert phone contact here].

**Transport to Airport from Brunswick**

[include specific information here including phone contact information of driver]

**On-site Wi-Fi**

[include specific information to set expectations of availability and location of internet access for students and whether they should bring laptops].

**Phone Numbers**

|  |  |
| --- | --- |
| **Faculty/Student Names** | **Phone Numbers** |
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**\*** iPhones have heavy international charges but they should work fine in the airport and in emergencies. It is recommended to obtain generic mobile phones for which you can obtain SIM cards locally.

**Local Contacts (for Emergency)**

[Insert local contacts including name, position/affiliation, local phone and cellular. You must include more than one local contact].

**Bowdoin Contacts**

If your family here has an emergency and wants to communicate to you immediately, they can try to phone you directly. However, if they run into problems, they should contact Bowdoin security at 207/725-3500 to be put in touch with a Dean on call. This is only for emergencies.

**Hospitals/Clinics**

[Insert addresses, including street address, of local hospitals and clinics in case of emergencies].

**Local Transportation**

[Include information and recommendations of taxi companies, including contact information, and other recommendations about how to use local taxis. In addition, if public transportation is available, include information about how to use it].

**Accommodations**

[Name of hotel, Street address, phone number, fax, email, website].

**Detailed Itinerary**

(Insert the detailed itinerary with caveat that there may be some changes on-site due to extenuating circumstances]

Sample Estimated Individual Participant Expenses

|  |  |
| --- | --- |
| **Estimated Individual Participant Expenses** |  |
| Boston students--transport to airport | variable |
| Airport Snacks | $15.00 |
| Wednesday Lunch | $10.00 |
| Wednesday Dinner | $15.00 |
| Thursday Lunch | $10.00 |
| Optional Transport Sat. night from Bazurto | $0.00 |
| Optional Transport Sunday cultural night | $10.00 |
| Monday Dinner | $15.00 |
| **Total** | **$75.00** |