

SSEC TRAVEL REQUEST FORM
For MapTEACH Teacher Summer Course at the University of Alaska Fairbanks

Submit form *early* to reserve air tickets or authorize reimbursements. Funding for teacher participation in this course is being supported through MapTEACH at University of Wisconsin ERSC & Space Science & Engineering Center (SSEC).

NAME: _____ DATE: _____

EMAIL: _____

SUMMER PHONE: _____ FAX (optional): _____

DEPARTURE DATE: _____ RETURN DATE: _____

PLACE OF DEPARTURE (Airport): _____

DESTINATION: **Fairbanks, AK** (MapTEACH Teacher Summer Course at UAF)

PURPOSE OF TRIP: Learn MapTEACH curriculum for use in Alaskan schools. Develop spatial technology skills within the context of geology and local knowledge.

PROJECT NUMBER (SSEC): **1810**

TRAVELER: COMPLETE ALL & append any needed explanations to email or fax.

AIR TRAVEL: Yes ___ No ___ OTHER _____

If driving and NOT commuting daily, APPROX. MILEAGE ONE-WAY: _____

DEPART BY (date) _____ or ARRIVE BY: _____

DEPART DESTINATION: _____ or ARRIVE HOME BY: _____

ACCOMODATIONS WILL BE PROVIDED IN UAF DORMITORY BY MapTEACH

Send form c/o Marlene McCaffery at SSEC at the University of Wisconsin: Fax: 608-262-5974
 or Email: marlene.mccaffery@ssec.wisc.edu cc: tpolsen@wisc.edu

Questions? [Marlene McCaffery](#) (Travel at UW SSEC) Office: 608-263-3037
[Tim Olsen](#) (MapTEACH at UW SSEC) Office: 608-263-2086
[Katie Kennedy](#) (Geography at UAF) Office: 907-474-7494 Fax: 907-474-7484

SSEC USE: TRIP NUMBER: _____ TRAVEL AGENT: _____

Marlene	Database	Arrangements	Airfare in Database	Total TER in Database
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