

THINGS TO KNOW WHEN TRAVELING

Student Life Department Room 2101
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Things to Know:

1. Miami Dade College has two (2) sources for Airline Travel: 1) Lorraine Travel and 2) www.Travelocity.com, quotes should be taken from both these sources for comparison. They should be submitted with the Travel Packet along with the other documentation necessary. Attached are the procedures for reservations with Travelocity and Lorraine Travel.
2. Miami Dade College has two (2) sources for Car Rental: 1) Avis 2) Budget and 3) Royal. Royal is the **ONLY** company the college uses for 15 passenger vans. Avis and Budget may be used for any trips that **do not** require a 15 passenger van.
3. All original receipts **MUST** be turned in to Student Life Department, Room 2101 as soon as possible. **Failure to submit receipts may result in delay of reimbursement or may not be reimbursed.**
4. Original Certification for Receipt of Meals Form with the student signatures must be turned in to Student Life Department, Room 2101.