



# Camp Merrie-Woode Staff Travel Form

100 Merrie-Woode Rd, Sapphire, NC 28774  
(828) 743-3300

Employee Name \_\_\_\_\_

Sessions \_\_\_\_\_

## ARRIVAL

I will arrive by:  
\_\_\_ Automobile

\_\_\_ Airplane

Date of arrival: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Estimated Time of Arrival: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Car Model & Color: \_\_\_\_\_

Airline/Flight #: \_\_\_\_\_

Tag #: \_\_\_\_\_

Starting City: \_\_\_\_\_

Driver License # and state: \_\_\_\_\_

Connection: \_\_\_\_\_

Automobile will remain at camp: Y / N (circle)

Please pick me up at airport: \_\_\_\_\_

## DEPARTURE

I will depart by:  
\_\_\_ Automobile

\_\_\_ Airplane

Date of Departure: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Estimated Departure Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Airline/Flight #: \_\_\_\_\_

Destination City: \_\_\_\_\_

Connection: \_\_\_\_\_

## LUGGAGE

Luggage can be shipped home with staff by car, on the plane, or by UPS. Staff will be charged a flat shipping/handling rate fee for UPS bags based on size.

I will ship the following bags by indicated carrier:

Car \_\_\_\_\_

Plane \_\_\_\_\_

UPS \_\_\_\_\_