

Rubin Observatory, Tucson, Arizona

Erin Carlson, Travel Administrator

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Tucson, AZ 85719



*****PLEASE SAVE FILE TO COMPUTER BEFORE ATTACHING TO SEND FOR PROCESSING*****

Rubin Observatory related travel is arranged through our in-house Travel Administrator, Erin Carlson. Arrangements are made through the AURA reviewed online booking tool, Concur, and ticketing is facilitated by Teplis Travel in Atlanta, GA.

All have been vetted for security protocol and protection of data. The booking tool requires each traveler to have a profile on file to satisfy TSA requirements such as full name, birthdate and current phone number. It may also include traveler preferences for comfort of travel and frequent traveler programs. To complete this task please complete the information below. *

*Note: If any of the information requested is a concern to transmit via regular email, please do not complete that section. Instead indicate to Erin that you would like to use encrypted email to provide this information.

Full name as shown on government ID or passport (required):

Preferred email (required):

Preferred cell phone (required):

Preferred business phone:

Emergency Contact Information (required)

Name:

Preferred cell/home phone:

Relationship:

Air Travel

Airport preference (airport code if known):

Seat preference:

Medical alerts:

Dietary restrictions:

Frequent flyer numbers and airlines:

Hotel

Bed type:

Frequent traveler numbers and hotels:

Accessibility needs, if any:

TSA Information (required)

Gender:

DOB:

KTN or Global Entry number:

Passport Information

Passport nationality:

Passport number:

Issue date

Expire Date

Place issued (city, state, country):