



WILLIAM & MARY  
NATIONAL INSTITUTE OF  
AMERICAN HISTORY & DEMOCRACY

# Travel Itinerary Form

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**All Students** – Even if you will not need NIAHD Shuttle transportation, please complete and return this form to the NIAHD office to help us plan for move-in and move-out day.

- This Travel Itinerary Form, the Shuttle Request Form, and the NIAHD shuttle fee must be received by the NIAHD office at least **2 weeks** prior to your move-in day.
- Lunch is not included in the student meal plan on move-in and move-out day; parents / guardians must ensure their student has funds to purchase a lunch on these days.

**Student Name** \_\_\_\_\_

## Traveling to Virginia

**\*Move-In on Sunday is 12:00 PM – 4:00 PM EST\***

- June 16 - Session 1
- July 7 - Session 2

Arriving by personal vehicle at approximate time \_\_\_\_\_

or

Airline/Rail Line \_\_\_\_\_ Flight #/Train # \_\_\_\_\_

Departing From \_\_\_\_\_ Time \_\_\_\_\_

Arriving To \_\_\_\_\_ Time \_\_\_\_\_

## Connecting Information

Airline/Rail Line \_\_\_\_\_ Flight #/Train \_\_\_\_\_

Departing From \_\_\_\_\_ Time \_\_\_\_\_

Arriving To \_\_\_\_\_ Time \_\_\_\_\_

## Traveling Home

**\*Move-Out on Saturday is prior to 10:00 AM EST\***

- July 6 - Session 1
- July 27 - Session 2

Departing by personal vehicle at approximate time \_\_\_\_\_

or

Airline/Rail Line \_\_\_\_\_ Flight #/Train # \_\_\_\_\_

Departing From \_\_\_\_\_ Time \_\_\_\_\_

Arriving To \_\_\_\_\_ Time \_\_\_\_\_

## Connecting Information

Airline / Rail Line \_\_\_\_\_ Flight #/Train # \_\_\_\_\_

Departing From \_\_\_\_\_ Time \_\_\_\_\_

Arriving To \_\_\_\_\_ Time \_\_\_\_\_

If you do not need NIAHD Shuttle Transportation, you may stop here and return your Travel Itinerary Form to the NIAHD Office.

Please email your completed forms to [precol@wm.edu](mailto:precol@wm.edu) or mail to one of the addresses below:

U.S. Postal Service	Independent Parcel Carrier (FedEx, DHL, etc.)
NIAHD William & Mary P.O. Box 8795 Williamsburg, VA 23187	NIAHD William & Mary James Blair, Room 327 250 James Blair Dr. Williamsburg, VA 23185

**DO NOT send NIAHD Registration Forms to any other W&M Offices.**



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# Shuttle Request Form for U.S. Students

NIAHD shuttle transportation between campus and local travel hubs is available for a separate fee for Domestic Students. The shuttle fee for International Students is included in the International Student Administrative Fee.

If you will need the NIAHD Shuttle, please return this form, the Travel Itinerary Form, and your shuttle fee payment to the NIAHD office at least **2 weeks** prior to your move-in day.

NIAHD shuttles are driven by NIAHD's Resident Program Assistants and operate in a narrow time window. Check shuttle operation times before booking your flight; students who arrive early or depart late may have to wait at the airport.

## Locations Serviced by NIAHD Shuttles

Location	Distance to Campus	NIAHD RPAs will meet students in the Baggage Claim area.
Richmond International Airport (RIC)	46.7 mi / 75.2 km	
Newport News/Williamsburg Airport (PHF)	19.6 mi / 31.5 km	
Williamsburg Transportation Center (WBG)	0.8 mi / 1.3 km	

## Shuttle Schedule

Location	Move-In Day	Move-Out Day
Richmond International Airport (RIC)	11:00 am - 3:00 pm	9:00 am-11:00 am
Newport News/Williamsburg Airport (PHF)	11:00 am - 3:30 pm	9:00 am-11:30 am
Williamsburg Transportation Center (WBG)	11:00 am - 3:30 pm	8:00 am-10:00 am

## Shuttle Fees

Location	One-Way	Round-Trip
Richmond International Airport (RIC)	\$20.00	\$40.00
Newport News/Williamsburg Airport (PHF)	\$12.00	\$24.00
Williamsburg Transportation Center (WBG)	\$0.00	\$0.00

# Shuttle Request Form for U.S. Students

**Student Name** \_\_\_\_\_  
(Please Print)

- ☐ **Session 1:** Move-In Day, June 16  
Move-Out Day, July 6
- ☐ **Session 2:** Move-In Day, July 7  
Move-Out Day, July 27

## Enclosed is a Check or Money Order for

### Richmond International Airport (RIC)

\$20.00 for  
Sunday  
Arrival only

\$20.00 for  
Saturday  
Departure only

\$40.00 for both  
Sunday Arrival &  
Saturday Departure

### Newport News/Williamsburg International Airport (PHF)

\$12.00 for  
Sunday  
Arrival only

\$12.00 for  
Saturday  
Departure only

\$24.00 for both  
Sunday Arrival &  
Saturday Departure

### Williamsburg Transportation Center (WBG)

- ☐ No Charge for WBG on Sunday Arrival and/or Saturday Departure

## Shuttle Fee Payment

The NIAHD Shuttle Fee payment is separate from your deposit and tuition payment. Please make checks or money orders for the Shuttle Fee payable to "W&M Pre-College Program," and send to:

U.S. Postal Service	Independent Parcel Carrier (FedEx, DHL, etc.)
NIAHD William & Mary P.O. Box 8795 Williamsburg, VA 23187	NIAHD William & Mary James Blair, Room 327 250 James Blair Dr. Williamsburg, VA 23185

**DO NOT send NIAHD Registration Forms or NIAHD Shuttle Fee payments to any other W&M Offices.**

Please email your completed Registration Forms to [precol@wm.edu](mailto:precol@wm.edu),  
or mail your packet to one of the addresses above.