

CAREY INSTITUTE FOR GLOBAL GOOD

Let us help you arrange transportation to the Carey Institute for Global Good and the Albany International Airport or the Albany-Rensselaer AMTRAK Train Station.

IMPORTANT: In order to secure your trip fill in ALL yellow cells with your information.

Then return your request at least seven days in advance of your arrival.

Group Name:			Meeting Date:	
Guest Name:				
Office Phone:				
Cell Phone:				
Email:				

Email completed form to: frontdesk@careyinstitute.org
and to: sshufelt@careyinstitute.org

Or Call us at: 518-797-5100

ARRIVAL TRAVEL

Choose Location:	AMTRAK Station or AIRPORT
If Airport, Airline/Flight #:	
If Train,	
Last connection in what city:	
Arrival Day:	
Arrival Date:	
Train #	
Arrival Time:	

DEPARTURE TRAVEL

Choose Location:	AMTRAK Station or AIRPORT
If Airport, Airline/Flight #:	
First connection to:	
Departure Day:	
Departure Date:	
Train #	
Departure Time:	

** We will schedule departure from here 2 hours before airport departure, 1 1/2 hours before train station departure.*

Billing Info: The cost for one sedan is \$108 from Albany-Rensselaer Train Station or the Albany International Airport; however, the price can be divided by the number of people in the vehicle...1-3 guest per sedan; 4 or more requires a larger vehicle. Final cost per person will be calculated after the trip is taken; receipts are given at the Front Desk. **WE WILL NOT MAKE ARRANGMENTS UNTIL CREDIT CARD INFORMATION HAS BEEN GIVEN TO US.**

Please provide credit card information, or call us with it at 518-797-5100.

Name on credit card:	
Credit Card Number:	
Expiration:	
V-code (last 3 numbers on the back of the card):	