

Orientation travel request form

* Indicates required question

PRA Burden Statement

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OMB Control Number: 0648-0568

Expires: 05-31-2026

Privacy Act Statement

Authority: The collection of this information is authorized by section 4001 of the America COMPETES Act (Pub. Law 110-69).

Purpose: NOAA's Office of Education collects contact information and associated background information of undergraduate and graduate students, as well as recent graduates, for the purpose of tracking scholarship recipients' academic progress, making annual financial awards, and tracking graduate studies and career progress.

NOAA Routine Uses: In accordance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a(e)(4) and (11), the Department of Commerce proposes to collect this information for the purposes of evaluating scholarship applicants and for determining educational and professional attainment of NOAA education program participants following graduation. This includes disclosure to other Federal agencies or contractors of the Department of Commerce as needed. Maintenance and disclosure of this information is subject to the routine uses identified in the Privacy Act System of Records Notice entitled "COMMERCE/NOAA-14 Dr. Nancy Foster Scholarship Program; Office of Education, Educational Partnership Program (EPP); Ernest F. Hollings Undergraduate Scholarship Program and National Marine Fisheries Service Recruitment, Training, and Research Program".

Disclosure: Furnishing this information is voluntary.

1. Full legal name *

Legal name required for flight/train/bus ticketing

2. Please confirm your Orientation attendance. *

The whole Orientation program is mandatory unless you have extenuating circumstances.

You must notify the Hollings team before filling out this form to have all or part of Orientation waived. Some examples of extenuating circumstances:

- You already committed to an internship or other academic program that has mandatory participation that week.
- Personal or family emergency.
- Medical excuse.

Please note that you will be asked for documentation when relevant (e.g., doctor's note; evidence of another academic program requirement).

Mark only one oval.

- I am attending the full Orientation program.
- I cannot attend and the Hollings team waived my attendance.
- I can only attend part of Orientation and the Hollings team waived the days I cannot participate.

Hotel and travel

FAQ: Can I fly to orientation early or late so I can visit DC/family/friends?

No, we can only fly you on the predetermined dates below. If you want to extend your stay, you will need to call the airline after your ticket has been arranged by GMG to change your arrival or departure date and pay any associated fees.

FAQ: I'm coming from/going to vacation, can I fly to a different airport than my home or school airport?

No, we can only fly you to your home or school airport. If you want to fly somewhere else, you will need to call the airline after your ticket has been arranged by GMG to change the departure or arrival location and pay any associated fees. If you need to fly directly to or from an academic commitment or for another extenuating circumstance, please reach out to the Hollings team at studentscholarshipprograms@noaa.gov

3. **Orientation hotel**

GMG will arrange your hotel stay, which will be walking distance from the NOAA campus. Each scholar will have their own room.

If you plan to stay in the hotel and have no accessibility considerations, enter:
"Standard Room"

Otherwise, please indicate:

- If you need an accessible hotel room.
 - If you are local to Silver Spring, Maryland, and prefer not to stay in the hotel room.
Note: You are eligible for a hotel room even if you are local to Silver Spring.
 - If you prefer not to stay in the hotel room and do not live locally, please explain briefly.
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4. **Method of transportation ***

If you choose to take a personal vehicle, you will only be reimbursed up to the cost of a plane ticket from your school/home to your destination. Reimbursable expenses up to the plane ticket cost include: mileage, tolls, and parking.

Mark only one oval.

- Flight
- Personal vehicle
- Train or bus

5. **Orientation arrival flight:** Which of the following applies to you? *

Flight dates and time are predetermined to make sure you arrive on time.

- All scholars in the contiguous United States and Puerto Rico will depart June 1, 2026, with a morning departure.
- All scholars in Alaska, Hawai'i, Guam, U.S. Virgin Islands, American Samoa, and Northern Mariana Islands will fly on May 31, 2026.
- **Other: If you have an extenuating circumstance and the Hollings team has pre-approved** a different date, enter the date you will fly in under "other."

Mark only one oval.

- June 1, 2026, morning departure. (Departing from contiguous U.S. or PR).
- May 31, 2026 (Departing from AK, HI, GU, VI, AS, or MP).
- I'm driving and will arrive on June 1, 2026.
- I live locally, waived the hotel, and will drive each day
- Other:

6. **Orientation departure** *

All scholars will depart on June 5th, 2026, unless they have pre-approved extenuating circumstances.

Other: If you have an extenuating circumstance and the Hollings team has pre-approved a different date, enter the date you will fly out under "other."

Mark only one oval.

- June 5th, 2026 (all scholars unless pre-approved to depart early).
- Other:

7. Enter the airport or bus/train station you will leave from to come to Orientation (school or home airport only). *

If you are driving to Orientation, enter "N/A."

8. Enter the airport or bus/train station you will return to from Orientation (school or home airport only). *

If you are driving to Orientation, enter "N/A"

9. **What travel reimbursables do you anticipate will apply to you? ***

Details on what costs are [reimbursable](#)

- **If you are taking a personal vehicle**, you are only eligible for reimbursement up to a comparable roundtrip flight.

Please note that plane, train, or bus tickets will be covered by the program, please **DO NOT** purchase on your own.

Check all that apply.

- Checked bag
- Shuttle, rideshare, metro, taxi, ferry, etc. (to/from airport; Between hotel and NOAA in the case of bad weather or limited mobility).
- Mileage (Taking a personal vehicle to airport, station, or destination)
- Tolls (Driving a personal vehicle to airport, station, or destination)
- Parking (Driving a personal vehicle to airport or station)
- None
- Other: _____

Flight arrangements will be made by our support contractor, GMG. Please keep an eye out for an email from them with ticket options.

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