

# Averett University

## Travel Itinerary and Group Contact Information

In order to ensure that all participants are accounted for and that the University has emergency contact information for all participants, this information must be completed prior to traveling for University sponsored trips. This form is in addition to the Vehicle Reservation form. (Please print so the information can be read.)

*Please complete ALL information on both pages of this form and submit to the  
Security Office 24 hours before departing from campus.  
(Keep a copy with you on the trip.)*

Office/Group Sponsoring Trip: \_\_\_\_\_

Group Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Overnight Accommodations, if applicable: \_\_\_\_\_ How many nights? \_\_\_\_\_

Where: \_\_\_\_\_

(If more than one location, please list information on back of form)

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Transportation: University Vans/Cougar Express/Other \_\_\_\_\_

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

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Drivers

Name (Please Print)	Averett University ID # and Initials

### \*Participants (Include Drivers)

[illegible]

**\*Confirm passengers before departing and notify Security if there are any changes.  
Contact Security @ 434-791-5888 in any emergencies and  
when you return to campus.**