

Travel Itinerary

- *This form must be submitted at least 24 hours prior to departure (after the final travel roster has been determined and all travel arrangements have been made).*
- *This is a two-page form, please complete both pages. All sections of this form must be filled out in its entirety.*

Name of Club: _____

Form submitted by: _____

Local Phone #: _____ Email: _____

Name and purpose of event: _____

Name of school/organization that is hosting this event: _____

Departure date: _____ Return Date: _____

Lodging

**In the section below, indicate the confirmed lodging information:
If the club is using multiple locations, please attach the list with this form.**

Name of location: _____

Address: _____

Phone number: _____ Fax number: _____

Number of rooms reserved: _____ Confirmation number (if applicable): _____

Transportation

In the section below, please indicate the confirmed transportation information:

Mode of transportation (check all that apply):

☐ Air

☐ Charter Bus

☐ Passenger vehicle(s)

If more space is needed, please attach list with this form.

For air travel, please complete the following table:

Carrier	Departure Date/Time	Departure Flight #(s)	Return Date/Time	Return Flight #(s)

For chartered bus travel, please complete the following table:

Carrier	Departure Date	Estimated Departure Time	Return Date	Estimate Return Time

*For passenger vehicle (Private, PSU Fleet, or Commercial) travel, please complete the following table for **each** vehicle:*

Type of vehicle (maxi van, mini van, sedan)	Vehicle Owner (PSU Fleet, Enterprise, private individual, etc.)	Driver(s)

Travel Roster

In the table below, please provide names and emergency contact information for all travelers:

Table 1 for listing travel roster

[illegible]