

Mesa Community College

TRAVEL ITINERARY FORM

- *This form should be completed by the instructor/advisor planning a student trip.*
- *If utilizing a college vehicle, this form should be submitted to the Facility & Vehicle Scheduling Office @ S/D or to Fleet & Facilities @ RDM.*

DATE OF ACTIVITY _____

NAME OF ACTIVITY _____

SITE OF ACTIVITY _____
Name Address Phone

DEPARTURE DATE/TIME _____ RETURN DATE/TIME _____

FACULTY/ADVISOR NAME &
DEPARTMENT _____

FORM OF
TRANSPORTATION _____

STUDENTS TRAVELING (INCLUDE STUDENT NAME & ID NUMBER)

1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	21.
10.	22.
11.	23.
12.	24.