

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: _____

Home Address: _____

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 – please include how you are traveling to the airport under vehicle or bus:

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)

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