

## 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)

