**Overnight Travel Itinerary for Student Orgs**

**Please submit to Student Activities at least 48 hours prior to departure for your trip. Email to the staff member who helped you book your travel arrangements.**

Club Name:

Event:

Number of Attendees:

Destination (city and state, specific venue):

Departure Travel:

 Departure Date and Time:

 Estimated Arrival Time:

Means of Travel (e.g. personal vehicle, College vehicle, train, bus, airplane)

List driver(s):

Lodging:

 Name of Hotel/Lodging:

 Address:

Phone:

Reservation confirmation number(s):

Contact Person (if applicable):

Return Travel:

 Departure Date and Time:

 Estimate Arrival Time:

Attendee Roster:

| **Name** | **Email** | **Phone Number** | **Emergency Contact Name & Number** |
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