



# TRIP ITINERARY

All Travel Forms to be completed five (5) days prior to trip

## Trip Information

Organization:	
Purpose & Benefit of Travel:	
Destination (City/ST or Country):	
Dates of Travel:	
Contact Person at destination:	
Accommodations:	
Address:	
Phone:	

## Method of Transportation (check all that apply)

Personal Car   
  Rental Vehicle   
  Bus   
  Air   
  Train   
  Other

If traveling via personal vehicle the following items are required:

Driver's Name	Driver's License Number	License Plate Number	Copy of Current Auto Liability Insurance Card	Completed Driver Release Form

If traveling via bus/shuttle the following information is required:

Bus/Shuttle's Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

If traveling via commercial airlines the following is required for each traveler: (or attach copy of itinerary)

Name of Airline(s):	
Flight Number(s):	
Flight Itinerary(s):	
Return Date/Time/Location:	

## Advisor's/Sponsor's Signature

Advisor's Name (if applicable):	
Phone:	
Is advisor traveling?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Advisor/Sponsor's printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date: