**RC_studentlife_logo2.tifClub Travel Information Form**

*All tables are repeating; please use the “tab” button to add additional cells.*

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| --- | --- | --- |
| **Club Name** | **Cost Center Number** | **Date Submitted** |
|  |  |  |

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| --- | --- | --- | --- |
| **Event Description** | | | |
|  | | | |
| **Travel Time** | | | |
|  | | | |
| **Departure Date** |  | **Return Date** |  |

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| --- | --- | --- |
| **Transportation** | | |
| **Type of Transportation Contracted** | **Address of Company** | **Phone & Fax Number** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Hotel Accommodations** | | |
| **Hotel Name** | **Address** | **Phone & Fax Number** |
|  |  |  |

|  |  |
| --- | --- |
| **Conference Information** | |
| **Name of Conference** | **Address of Conference** |
|  |  |

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| --- | --- |
| **Students Attending** | **Students Attending** |
|  |  |
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| --- |
| **Advisor/ Faculty Attending trip** |
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