**Club 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** |
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| **Travel Time**  |
|  |
| **Departure Date** |  | **Return Date** |  |

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| **Transportation**  |
| **Type of Transportation Contracted** | **Address of Company** | **Phone & Fax Number** |
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| **Hotel Accommodations** |
| **Hotel Name** | **Address** | **Phone & Fax Number** |
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| **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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