

Dickinson
Office of Intramurals and Recreation
Sport Club Travel Itinerary

| | |
|----------------------------|---------|
| Club Name: | Date: |
| Person Completing Form: | Phone # |
| Primary Trip Contact Name: | Cell # |

| |
|--------------------------------|
| <u>Trip Information</u> |
|--------------------------------|

| | | |
|-----------------|-------|------|
| Destination: | | |
| Departure Date: | Time: | ETA: |
| Trip Home Date: | Time: | ETA: |

| |
|-----------------------------------|
| <u>Contest information</u> |
|-----------------------------------|

| | |
|----------------------------------|---------|
| Host School: | |
| Contact Person: | Phone # |
| Location of competitions: | |
| Dates of Competitions: | |
| Estimated Times of Competitions: | |

| |
|--------------------------------------|
| <u>Mode of Transportation</u> |
|--------------------------------------|

| | |
|--|--|
| <input type="checkbox"/> Personal Vehicle Driver(s): _____ | |
| <input type="checkbox"/> Rented Vehicle Vehicle Type(s): _____ Rental Company: _____ Rental Agreement # _____ Driver(s): _____ | |
| <input type="checkbox"/> Campus Fleet Vehicles Vehicle Type(s): _____ Driver(s): _____ | |
| <input type="checkbox"/> Charter Bus Charter Agency: _____ Charter Contract Number: _____ | |
| <input type="checkbox"/> Airplane (Please provide flight itineraries for all travelers) Airline: _____ Departing Flight #(s): _____ Returning Flight #(s): _____ | |

Lodging

Lodging Name: _____

Location: _____

Phone Number: _____

Reservation Name: _____

Travel Roster

Name of all people travelling including coaches

| | |
|----|----|
| 1 | 16 |
| 2 | 17 |
| 3 | 18 |
| 4 | 19 |
| 5 | 20 |
| 6 | 21 |
| 7 | 22 |
| 8 | 23 |
| 9 | 24 |
| 10 | 25 |
| 11 | 26 |
| 12 | 27 |
| 13 | 28 |
| 14 | 29 |
| 15 | 30 |

**This form is due to the Director of Intramurals and Recreation at least 1 week hours prior to departure.
Please send a finalized travel roster to the Director of Intramurals and Recreation 24 hours prior to departure.**