



**Section C: Reservations**

<b>Registrations Needed for Travel</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Student Registration Fees</b>		
	Fee per Student \$_____.	Number Attending #_____	Total Cost of Fees \$_____.
	<b>Advisor Registration Fees</b>		
	Fee per Advisor \$_____.	Number Attending #_____	Total Cost of Fees \$_____.

**Section D: Transportation**

<b>Type of Transportation Needed:</b>	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> College Vehicle	<input type="checkbox"/> Commercial Carrier
		<input type="checkbox"/> Mini van <input type="checkbox"/> Maxi-bus	<input type="checkbox"/> Bus <input type="checkbox"/> Airline
<b>Commercial Carriers Only:</b>	Carrier Name:		
	Cost Per Person \$_____.	Number of Persons #_____	Total Cost \$_____.
<b>Transportation to and From Lodging:</b>	<input type="checkbox"/> Shuttle <input type="checkbox"/> Cab		
	Cost Per Person \$_____.	Number of Persons #_____	Total Cost \$_____.

**Section E. Lodging**

<b>Hotel Reservations Needed:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	Hotel Name:		Address: City State Zip:	
	Contact Person:		Phone:	
	E-mail:		Fax:	
<b>Type and number of rooms needed:</b>	<input type="checkbox"/> Single #_____	<input type="checkbox"/> Double #_____	<input type="checkbox"/> Triple #_____	<input type="checkbox"/> Quad #_____
	Cost per Room \$_____.	Number of Nights #_____	Total Cost \$_____.	

**Section C Meals**

<b>Breakfast</b>	<b>\$7 per day</b>	#Attending _____	# Days _____	Total Cost \$_____.
<b>Lunch</b>	<b>\$10 per day</b>	# Attending _____	# Days _____	Total Cost \$_____.
<b>Dinner</b>	<b>\$25 per day</b>	# Attending _____	# Days _____	Total Cost \$_____.
				Final Cost \$_____.

**Travel Approval Pg. 3**

**Section D Final Costs**

<b>Grand Total</b>	<b>Total costs</b>		<b>Comments</b>
	Reservations	\$_____.	
	Transportation	\$_____.	
	Lodging	\$_____.	
	Meals	\$_____.	
	Grand Total	\$_____.	

**Section F. Signatures and Acknowledgements**

<b>Person Completing Form</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Club Officer</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Advisor</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Office Use Only</b>		
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<b>Manager of Student Life</b>	<b>Signature</b>	<b>Date:</b>
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<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	
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<b>Club Notification Given:</b>	<input type="checkbox"/> E-mail <input type="checkbox"/> In person <input type="checkbox"/> Phone	<b>Date:</b>	<b>Initial:</b>
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**Requisitions Needed**

<b>Reservations</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REQ. #</b>	<b>Date:</b>
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<b>Transportation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REQ. #</b>	<b>Date:</b>
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<b>Lodging</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REQ. #</b>	<b>Date:</b>
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<b>Food</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>REQ. #</b>	<b>Date:</b>
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<b>Limit Liability Waivers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>	<b>Emergency Contact Forms</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>
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<b>Comments:</b>	
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