

Travel Itinerary Checklist

Name: _____ Student ID: _____

LewisU Email: _____ Club: _____

Destination: _____

Departure Date and Time: _____

Return Date and Time: _____

Student Travel Contact: _____ Cell: _____

Travel Checklist

- Discussed with SRFW staff Travel Plan (destination & date(s), cost of tournament/event, transportation method and costs, lodging needs and cost, provided list of who is travelling {on back of sheet})
 - SRFW Staff signature:
 - Date:
- Discussed with SRFW what to do in case of emergency
 - SRFW Staff signature:
 - Date:
- Travelling by:
 - Personal vehicles
 - Van rental
 - Travelling by other: _____
- Approved Drivers
 - Name and LewisU ID: _____
 - Name and LewisU ID: _____

Completed by SRFW Staff

- IF REQUIRED: Submitted payment for tournament/event
 - Location: _____
 - Amount: _____
- IF REQUESTING RENTALS
 - Number of Vans: _____
 - Amount: _____
- IF REQUESTING LODGING
 - Hotel location: _____
 - Confirmation Code: _____
 - Amount: _____

