CLUB TRAVEL REQUEST FORM

This form must be completed and returned to the Activities office (C109) at least **2 weeks** prior to the travel date.

Clubs and their advisors are required to follow all College policies and procedures regarding travel. (See Board Policy 7420 .)

CLUB	
CLUB ADVISOR'S SIGNATURE	
PURPOSE OF TRIP	
DEPARTURE DATE	RETURN DATE
NAME OF HOTEL & LOCATION	
HOTEL PHONE NUMBER	

PERSONS TRAVELING

Traveler's Name	Traveler's Cell Phone	Emergency Contact Name	Emergency Phone

Approved:

Director of Student Activities & Cultural Events

Date