

UREC GROUP TRAVEL FORM				DATE:		ACCOUNTING USE ONLY		
Trip Leader Email Phone # Club/Prgm Event		UA ID* SSN*			TA #			
		Traveler Type City/State	Group		TC #			
Event Dates		BEG	END		Travel Dates		BEG	END
* FOR STUDENT TRIP LEADERS ONLY. Use your SSN if this is the first time leading a trip for UREC.								
CATEGORIES		PRE TRAVEL ESTIMATED COSTS		FINAL TRAVEL COSTS		COST DESCRIPTION (if applicable)		
Entry Fees	Pymt Type							
	Amount	\$						
If checks are required for payment of event entry fees, complete the following:								
Payable To:		Address:				Check Delivery Method:		
Gasoline	Pymt Type							
	Amount	\$						
Lodging	Pymt Type							
	Amount	\$						
Meals	Pymt Type							
	Amount	\$						
Vehicle Rentals	Pymt Type							
	Amount	\$						
Airfare	Pymt Type							
	Amount	\$						
Other		\$						
		\$						
		\$						
Total Estimate:		\$		Total Actual:				
DO YOU REQUIRE A TRAVEL ADVANCE?			YES	NO	Amount: \$			
If you do not use all the travel advance, you will owe back the amount not used to the treasurer's office after post travel is completed.								
REQUIRED SIGNATURES						DATE		
Trip Leader's Signature								
Program Director								
UREC Director								
ACCOUNTING USE ONLY								
DEPART/RETURN	Date	Time	AM/PM					
Depart Fayetteville								
Depart 1st Destination								
Depart 2nd Destinaton								
Return to Fayetteville								

NOTES:

THIS PAGE FOR ADMINISTRATIVE USE ONLY

CLUB SPORTS

Lodging Information:

Hotel/Motel Name:			City/State:		
Hotel/Motel Tel/Fax #:	()	/ ()	Hotel Rep:		
Arrival Date:			Departure Date:		
Confirmation #:			Estimated Cost:		
Name Reservation is Under:					
CC Auth Form Sent:			Confirmed w/ Hotel/Motel:		
Additional Comments:					

Charter Information:

Charter Name:			City/State:		
Tel/Fax #:	()	/ ()	Invoice #:		
Pickup Date:		Dropoff Date:			
Additional Comments:			Cost:	\$	
			TRPO#:		

Rental Information:

Rental Vendor Name:			City/State:		
Tel/Fax #:	()	/ ()	Rental Rep:		
Confirmation #:			Cost:		
Pickup Date:		Dropoff Date:			
Additional Comments:					

Airfare Information:

Airline Name:		Flight Dates:	
Confirmation #:		Destination:	
Additional Comments:			

Other Information:

Additional Comments:		

<u>Insurance:</u>	Entered:	<u>Yes</u>		<u>No</u>		Amount	
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