

UREC GROUP TRAVEL FORM			DATE:	ACCOUNTING USE ONLY		
Trip Leader		UA ID*		TA #		
Email		SSN*				
Phone #		Traveler Type	Group	TC #		
Club/Prgm		City/State				
Event						
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: \$			
<i>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.</i>						
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:

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

Charter Information:

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

Rental Information:

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

Airfare Information:

<i>Airline Name:</i>		<i>Flight Dates:</i>	
<i>Confirmation #:</i>		<i>Destination:</i>	
<i>Additional Comments:</i>			

Other Information:

<i>Additional Comments:</i>		

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