

**Overnight STUDENT Trip Request Form**  
Please submit 30 days prior to travel

<b>GROUP NAME:</b> <b>COACH / ADVISOR:</b> <b>CELL PHONE #:</b>	
<b>TRIPTRACKER ID #</b> <b>BOARD APPROVAL DATE</b>	

**Trip Information**

<b>TODAY'S DATE</b>	
<b>NAME OF EVENT / TOURNAMENT</b>	
<b>CITY / STATE</b>	
<b>CHECK - IN DATE</b>	
<b>CHECK - OUT DATE</b>	
<b>NAME(S) TO BE LISTED ON RESERVATION</b> <i>(please include 1 cell phone number for your group)</i>	
<b>NUMBER OF STUDENTS TRAVELING</b>	
<b>NUMBER OF GUESTS PER ROOM</b>	

**Hotel Information**

<b>TOTAL NUMBER OF ROOMS</b> <i>(include bus driver room if applicable)</i>	
<b>ROOM TYPE</b> (Single/King, Doubles/2 queens or other)	
<b>1<sup>ST</sup> CHOICE - HOTEL INFORMATION</b> <i>(include address and phone number)</i>	
<b>2<sup>ND</sup> CHOICE - HOTEL INFORMATION</b> <i>(include address and phone number)</i>	
<b>HOTEL PRE-ARRANGED ?</b> <i>(please provide quote / forward email contact)</i>	
<b>GROUP CODE / BLOCK NAME / SPECIAL LINK ?</b> <i>(include info / forward email with details/flyer)</i>	
<b>HOTEL REWARDS MEMBER ?</b> <i>(name/email/phone # on account needed)</i> <b>AAA MEMBER ?</b>	
<b>NAME OF FUNDING SOURCE(S) (FOR HOTEL)</b> <i>( ASB PO# / Foundation / Other )</i>	
<b>MODE OF TRAVEL / # OF VEHICLES</b>	

**Airline Information**

<b>AIRLINE / AIRPORT</b>	
<b>DEPARTING DATE / TIME</b>	
<b>RETURN DATE / TIME</b>	
<b>PROVIDE EXCEL SPREADSHEET WITH:</b> <b>PASSENGER NAME AS IT APPEARS ON DRIVER'S LICENSE / STUDENT ID</b> <b>BIRTHDATE</b> <b>MALE/FEMALE</b>	