RENSSELAER UNION
Club Travel Itinerary

OFFICE USE:	☐ Public Safety
☐ Union Admin Office	☐ DOSO

DATE RECEIVED

Club Name | Event or Purpose of Trip | Date(s) of Trip | Number of Days

Club SARP or Advisor Name | Mode of Transportation | City & State of Destination

Club Member in Charge | Club Member Phone Number | Coach or Instructor in Charge | Coach/Instructor Phone Number

Hotel/Lodging Name | Hotel/Lodging Address | Hotel/Loding Phone Number

School / Event Location (Venue) | Venue Address | Venue Phone Number

Venue Contact or Organizer | Venue Contact Phone Number

ATTENDEES (List **EVERYONE** traveling with your team/club. Attach roster if additional space is needed).

1.	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.
5.	15.	25.
6.	16.	26.
7.	17.	27.
8.	18.	28.
9.	19.	29.
10.	20.	30.

COACHES/INSTRUCTORS:

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DRIVERS:

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NOTES:

NOTE: Club travel requires prior approval from club SARP. Clubs are to give a copy of this itinerary to the Rensselaer Union Administration Office for distribution at least 2 business days prior to departure. SARPs will be notified by the front desk staff when the appropriate forms are received.

ITINERARY (List detailed itinerary below; if necessary, use reverse side.)