**Example Club Final Travel Itinerary**

**Event Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose and destination of trip:**

|  |
| --- |
|  |

**Contact Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trip Leader Name: |  |  | Cell Phone #: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Coach’s Name: |  |  | Cell Phone #: |  |

**Travel Route**

|  |
| --- |
|  |

**Proposed Itinerary:**

Date and time of departure from base: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Estimated time of arrival** (date and hrs) | **Location(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Estimated time of departure** (date and hrs) | **Location(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

Date and estimated time of arrival returning to base: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accommodation Information** (if appropriate)**:**

|  |  |
| --- | --- |
| Lodging Name & Address: |  |
|  |  |

|  |  |
| --- | --- |
| Lodging Phone #: |  |

|  |  |  |
| --- | --- | --- |
| **Vehicle**  | **Primary Driver’s Name** | **Secondary Driver’s Name** |
| Vehicle # 1 |  |  |
| Vehicle # 1 |  |  |
| Vehicle # 2 |  |  |
| Vehicle # 2 |  |  |

**List of All Club Members and Passengers (Advisors, Guests, etc.) Traveling:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Club Member’s Name** | **Vehicle #** | **Emergency Contact Name** | **Emergency Contact Number** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |
| 22 |  |  |  |  |
| 23 |  |  |  |  |
| 24 |  |  |  |  |
| 25 |  |  |  |  |
| 26 |  |  |  |  |
| 27 |  |  |  |  |
| 28 |  |  |  |  |
| 29 |  |  |  |  |
| 30 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trip Leader Signature:** |  |  | **Date Submitted:** |  |

[ ]  Approved by MCR [ ]  **NOT** Approved by MCR

**Signature of MCR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_