

# Travel Information for Student Organizations

Group Name:

Group Index:

Other Index  
Numbers

Name of Individual Making Arrangements

CWID of Individual Making Arrangements

Dates of Travel

Location of Travel

List of Names and CWIDs of students attending

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List all items the club is paying for (Registration, Hotel, Airfare, Mileage, Rental Car, etc...) and estimated cost of each.

## **Hotel**

# of Nights

# of Rooms

Rate

Total

(Get Copy of Credit Card Authorization Form from Hotel)

**Registration** - cost and how this can be paid (online, over the phone, paypal, etc)

Total

**Airfare** - Need Names (as listed on Gov't issued ID), Date of Birth, Gender, preferred times of travel (arrive by, depart after)

Total

## **Rental Car**

Type of Vehicle  
(capacity)

Total

Ground Transportation - Airport to Hotel, Taxi, Light Rail/Subway

Total

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Once you fill out this form, set up a meeting time with Begona for international travel or Haley for Domestic travel. At this meeting we will make reservations, book airfare, pay registration, etc on the event card and fill out the TA form.

**ANYONE WHO IS BEING REIMBURSED FOR OUT OF POCKET EXPENSES ON THIS TRIP  
MUST COME IN FOR THE MEETING**

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