

FLORIDA TECH STUDENT TRAVEL ITINERARY FORM

This form must be completed and signed to authorize travel for all registered student organizations PRIOR to booking.

Organization Contact Name _____ Date _____

Contact's Email Address _____ Cell # _____

Registered Organization Name _____

Treasurer Name _____ President Name _____

Purpose of Trip _____

Date _____ **Destination City/Country** _____ **Hotel Name** _____

Depart _____

Return _____ **Round Trip** ☐ Yes ☐ No Hotel Telephone _____

Travel Type ☐ Flying ☐ Driving ☐ Other _____ Hotel Address _____

Activities _____

Activities not reported, organized, or approved may not be covered by university support/insurance.

Any Incentive Funding? If so, what: _____

Print Name _____ **Signature** _____ **Date** _____

Group Representative _____

Group Advisor _____

Dean of Students

Dean of Students Use Only – Risk Level Confirmation: ☐ Hotel ☐ Travel ☐ Activities

Notes _____

FLORIDA TECH STUDENT TRAVEL ITINERARY FORM
Roster of Student Traveling – THIS MUST BE FINAL – (EC = Emergency Contact)

1. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
2. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
3. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
4. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
5. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
6. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
7. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
8. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
9. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
10. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
11. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
12. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
13. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
14. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____
15. Name	_____	900#	_____	Email	_____
Cell #	_____	EC Name	_____	EC Cell	_____

FLORIDA TECH STUDENT TRAVEL ITINERARY FORM

16. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

17. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

18. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

19. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

20. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

21. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

22. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

23. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

24. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

25. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

26. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

27. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

28. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

29. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____

30. Name _____ 900# _____ Email _____
Cell # _____ EC Name _____ EC Cell _____