



101 Colvin Center • Stillwater, OK

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TRAVEL NOTIFICATION

Event Information

Date(s) of travel _____ Sport Club _____

Destination _____ Purpose of trip _____

Leaving (day & time) _____ Returning (day & time) _____

Name of contact at event _____ Contact's phone number _____

Member Information

Trip Leader _____ Phone Number _____

Method of Travel _____

List of club members who are traveling - (Max. passengers = # of seatbelts Write additional driver and passengers on back)

(Driver)

(Driver)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

(Passenger)

Hotel/Accommodation Information

Name _____

Address _____

Local Phone Number _____ Number of nights _____

Number of rooms _____

Names of people in room 1 _____

Names of people in room 2 _____

(write any additional rooms on back of form)

Please attach a copy of your travel route