

**Florida Atlantic University
Student Group
Travel Registration Request Form**

All students traveling as part of an FAU club or organization must be registered as an FAU student and enrolled for the current semester. If the trip occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.

Submission of this form must be at least 7 BUSINESS days before departure date or travel reimbursement will not be allocated. NO reimbursements will be given for prior travel.

Date of Submission: _____

Section A: General Information

Student Group/Club/Organization: _____

Contact Person _____

Phone #: _____ Alternative Phone #: _____

Section B: Transportation Information

Type of Vehicle (Circle): Car pool / Van / Boat / Plane

Note: Rental of a Budget Van, plane, or a charter boat must be done 2 weeks prior to the departure date. Person driving a school or a budget van fills out bottom, which should be accompanying with drivers' license.

	Driver(s) Name	Driver License #	Student #
1.	_____ S/N	_____	____-____-____
2.	_____ S/N	_____	____-____-____
3.	_____ S/N	_____	____-____-____
4.	_____ S/N	_____	____-____-____
5.	_____ S/N	_____	____-____-____

Section C: Travel Information

Purpose of travel (detailed reason traveling: game, seminar, conference, etc.) _____

How will this trip benefit the University Community? _____

Traveling From: _____ Traveling to: _____

Date of Departure: _____ Estimated time of Departure: _____

Date of Return: _____ Estimated time of Return: _____

Section D: Lodging Information

Form of lodging (Circle): Private Home / Hotel or Motel / Camping

Name/ Address: _____

Location: _____ Telephone #: _____

Confirmation # (not required): _____ Number of rooms: _____

Name(s) on the reservation: _____

Room # _____	Name	Sex	Room # _____	Name	Sex	Room # _____	Name	Sex
1.	_____	M/F	1.	_____	M/F	1.	_____	M/F
2.	_____	M/F	2.	_____	M/F	2.	_____	M/F
3.	_____	M/F	3.	_____	M/F	3.	_____	M/F
4.	_____	M/F	4.	_____	M/F	4.	_____	M/F
5.	_____	M/F	5.	_____	M/F	5.	_____	M/F

Section E: Tentative Itinerary

Please list the location of the organization during this particular trip from departure to return.

Continue on other paper

*****FOR SECTION F SEE NEXT PAGE*****



Approval Signature of Appropriate Area

Date

Note:

In order to have a TAR processed bring you Travel Registration Request Form and the following documents to the Appropriate Office*:

1. Agenda and/or Program for Conference, Convention, Workshop or Seminar
2. Hotel Reservation Information and Cost
3. Airline or Car Rental Reservation Information from Vendor
4. Any other costs (i.e. parking, tolls, etc.)

*appropriate office – sport clubs will go to the Campus Recreation office, social Greek organizations will go to the Greek Affairs office, Student Government and it’s Agencies will go to the Dean of Student Affairs office and all other clubs will go to the Student Development and Activities office

Section F: Travel Roster: The following club members will be attending this trip. Please print neatly!

Name	Social Security Number	Phone Number Where You Can Be Reached at Time of Trip	Emergency Contact /Relationship	Emergency Contact Phone Number	FAU E-mail Address	Permanent Home Address
1.	- - - - -	- - - - -		- - - - -	@fau.edu	
2.	- - - - -	- - - - -		- - - - -	@fau.edu	
3.	- - - - -	- - - - -		- - - - -	@fau.edu	
4.	- - - - -	- - - - -		- - - - -	@fau.edu	
5.	- - - - -	- - - - -		- - - - -	@fau.edu	
6.	- - - - -	- - - - -		- - - - -	@fau.edu	
7.	- - - - -	- - - - -		- - - - -	@fau.edu	
8.	- - - - -	- - - - -		- - - - -	@fau.edu	
9.	- - - - -	- - - - -		- - - - -	@fau.edu	
10.	- - - - -	- - - - -		- - - - -	@fau.edu	
11.	- - - - -	- - - - -		- - - - -	@fau.edu	
12.	- - - - -	- - - - -		- - - - -	@fau.edu	
13.	- - - - -	- - - - -		- - - - -	@fau.edu	
14.	- - - - -	- - - - -		- - - - -	@fau.edu	

If more space is needed please make a copy of this page and attach.