

Davis & Elkins College™

WHO (Name of course or club)				WHAT (function/event)		WHERE (lodging information)		WHEN (dates)	
	Course	Department							
		Class							
		Section							
Club	Name								
TRANSPORTATION				Length of Trip	One Day				
College Van: Registration #					Multiple Days (number)				
Driver:				NAMES OF STUDENT PARTICIPANTS (if more than 10, attach a roster with this form)					
College Van: Registration #									
Driver:									
College Van Registration #									
Driver:									
College Van: Registration #									
Driver:									
Airline Name:									
Departure City:									
Departure Flight #		Time:							
Return Flight #		Time:							
Train Name									
Departure City:									
Departure Train #		Time:		RESPONSIBLE PERSON'S NAME THAT WILL BE TRAVELING WITH GROUP					
Return Train #		Time:		APPROVAL					
Bus Name									
Departure City:									
Departure Coach #		Time:							
Return Coach #		Time:							
<input checked="" type="checkbox"/>	Automobile:	Owner:	Personal Vehicles (See Columns)	Department Chair		Dean of Students			