
Out of Town Trip Sheet 2016-17

(Return to Brenda at least 7 days prior to leaving)

Name _____

Event _____

Date and Time Leaving _____

Date and Time Returning _____

What vehicle are you taking _____

***** I must have a room list before I can do meal money!!!**

What hotel(s) do you prefer? Need Phone # too *(Brenda will make reservations for you)*

Type Hotel Room ----- King Queen/Double

Hotel Rooms ----- _____ _____

----- (OFFICE USE) -----

Date Needed _____

- Meal \$ Students
- Reservations
- Meal \$ Sponsors
- Meal \$ Signature Sheet
- Check(s) _____
- Hotel Tax Exempt Form
- Visa Card
- Gas Card
- Gas Individual Card
- Room Listing

PO # Hotel _____ PO # Meals _____ PO # for check(s) _____