Name of Student Organization  
Name of Trip (ie. Regional Conference, Competition, etc.)  
Total number of people going (Students, Staff, Faculty, and Other Participants)

**Traveler Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Riding To** | **Riding Home** | **Cell Phone Number** |
| Bruce Wayne | Captain | Batmobile | Batmobile | 555-228-6261 |
| Dick Grayson | Chief Engineer | Batmobile | REPF | 555-647-6246 |
| Jason Todd | Electrical Lead | REPF | Batmobile | 555-733-4663 |
| Tim Drake | Mechanical Lead | Batmobile | Batmobile | 555-737-6246 |
| Damien Wayne | Mechanical Member | Batmobile | Batmobile | 555-228-6262 |
| Terry McGinnis | Competition Driver | REPF | REPF | 555-228-6263 |
| Alfred Pennyworth | Advisor | REPF | REPF | 555-743-4357 |
| Jimmy Cannon | REPF Coordinator | REPF | REPF | 405-325-6844 |

**Vehicle Key (List all vehicles):**

* Vehicle 1 name – Actual Vehicle
* Example: REPF – REPF Pickup
  + Batmobile – Bruce’s 2004 Escape

**Driver Key:**

* Primary Driver (required) – Red
* Navigator (required) – Blue
* Secondary Driver (if necessary) – Green
* Passenger (if necessary) – White

**Remember, a driver can only drive for up to eight hours per day and a navigator is required for all vehicles. Only faculty and staff can drive OU-owned vehicles. Replace all example text with actual information.**

**Route: (To Conference/Destination)**

Hotel Information

* Interim Hotel Name (Delete section if not needed)
  + Interim Hotel Address
  + Interim Hotel Phone Number
  + Dates at hotel
* Destination Hotel Name
  + Destination Hotel Address
  + Destination Hotel Phone Number
  + Dates at hotel

**Copy and paste planned driving instructions from Google Maps. If Multi-Day Travel, include split in days and the instructions for both days. A trip must be split if travel exceeds 16 hours in a single day, per University Travel Guidelines.**

**Route: (To Norman)**

Hotel Information

* Interim Hotel Name (Delete section if not needed)
  + Interim Hotel Address
  + Interim Hotel Phone Number
  + Dates at hotel
* Destination Hotel Name
  + Destination Hotel Address
  + Destination Hotel Phone Number
  + Dates at hotel

**Copy and paste planned driving instructions from Google Maps. If Multi-Day Travel, include split in days and the instructions for both days. A trip must be split if travel exceeds 16 hours in a single day, per University Travel Guidelines.**

**Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | *Time* | Event Detail | Req’d Personnel |
| **Monday 5/11** | |  |  |
| *6:00* | | Leave for Trip |  |
| *~20:00* | | Arrive and check into hotel |  |
| *23:00* | | Lights Out |  |
| **Tuesday 5/12** | |  |  |
| *08:00* | | Leave Hotel for Track |  |
| *09:00* | | MIS Site Opens + Registration |  |
| *10:00* | | Tech Inspection “Take-A-Number” Begins | Bruce, Dick |
| *14:00-19:00* | | Tech Inspection | Bruce, Dick, Jason, Tim |
| *17:30* | | Welcome Ceremony |  |
| *18:00* | | Captain/Advisor Meeting | Bruce, Dick, and Alfred |
| *19:30* | | Everyone Off-Site |  |
| *23:00* | | Lights Out |  |
| **Wednesday 5/13** | |  |  |
| *6:00* | | Leave Hotel to Return Home |  |
| *20:30* | | Arrive back to campus |  |

**Replace and enter with your own schedule and itinerary for each day, ending with arriving home. This should be inclusive of all participating events and should list all required participants in each spot as required.**