

Memorial University of Newfoundland Group Travel Detail Form

This form is to be completed in its entirety as per the Memorial University of Newfoundland Travel Policies and Procedures. Once completed, it must be submitted to the Event Coordinator (i.e. the University official that is organizing/overseeing the event/trip) and Enterprise Risk Management before approval to travel may be granted.

Team/Group Travelling: _____

Individual Members Travelling:

Name	Student Number	Age
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Staff/Other Individuals Travelling: _____

Event/Reason for Trip: _____

Is the Event/Trip a mandatory course requirement: _____

Destination: _____

Mode of Transportation: 1) _____

2) _____

3) _____

Departure Date: _____

Return Date: _____

List of Drivers (if applicable): _____

Travel Itinerary (details): _____

Accommodations: _____

Emergency Contact Information (Co-ordinator's cell phone #, hotel telephone #, etc.):
