Clubs & Organizations Travel Proposal

Date: ________________________

Name of Club/Organization: ____________________________________________

Trip Planner/Contact: ________________________________ Phone#: ______________

Destination City & State (or Country): ______________________________________

Departure Date: ________________ Return Date: _____________________________

Mode of transportation: _________________________________________________

Must include airline & flight #, Charter Company etc.

Return Transportation: _________________________________________________

Must include airline & flight #, Charter Company etc.

Hotel Name, address, phone: _____________________________________________

Host Information: ______________________________________________________

School, Venue, Competition, Conference Name

Host contact: __________________________ Host phone: (____) __________________

Passport needed: Y ___ N ___ Visa Needed: Y ___ N ___

Purpose of Trip: _______________________________________________________

Contact Information for the two advisors attending the trip. Use the NU email account for employees.

Contact Person: ____________________________ Cell #: _______________________

Office #: _______________________________ Email: ________________________

Alternate Contact: ____________________________ Cell #: ______________________

Office #: _______________________________ Email#: ________________________

Club Advisor:

Name: ____________________________ Signature: ________________________
## Proposed Costs of Trip

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per student</th>
<th>Cost for ( ) Students</th>
<th>Approximate NUSGA funding</th>
<th>Dept. Funding (If applies)</th>
<th>Total Club Cost</th>
<th>Total cost/student</th>
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<tr>
<td>Conference fees</td>
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<td>Lodging Costs</td>
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<td>Transportation</td>
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<td>Luggage Costs</td>
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<td>Food/Meals</td>
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<td>Other costs – explain</td>
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## List of Students Attending Trip (if known):

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Please turn in with the Travel Proposal, a separate Tentative Itinerary for your trip, describing the events of each day.

This form and itinerary should be turned into Mati Ortiz in Campus Activities.