**Lawrence University**

**Roster & Itinerary for Domestic Academic Travel**

Submit this form to the Conservatory Office (for Conservatory travel) or Provost’s Office (for College travel) before leaving campus.

**Trip Leader Contact Info**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Email** |  | **Cell phone** |  |

**Travel Information**

Provide travel information for each participant. For flights, include airline and flight number. *(Use tab key to add rows.)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Participant** | **Travel Date** | **Mode of Transportation** | **From**  **Location** | **To**  **Location** | **Return Date** | **Mode of Transportation** | **From**  **Location** | **To**  **Location** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Itinerary**

Provide a daily itinerary for the Lawrence portion of the trip. (Do not include personal travel before or after the Lawrence portion.)

Give lodging name, address, and phone number. Identify modes of transportation. List main activities. *(Use tab key to add rows.)*

|  |  |  |
| --- | --- | --- |
| **Date** | **Location** | **Lodging / Transportation / Activities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Describe any individual travel during the Lawrence portion that differs from the above.

|  |
| --- |
|  |