



## Bus Reservation/Itinerary Form

Fall 2017-Spring 2018

**Instructor:** \_\_\_\_\_ **Cell Phone (required):** \_\_\_\_\_

**Class/Activity:** \_\_\_\_\_

**Specify Audio/Video needs:** \_\_\_\_\_ **Specify ADA needs:** \_\_\_\_\_

**Number of Passengers:** \_\_\_\_\_ **Specify type of equipment/luggage:** \_\_\_\_\_

**Bus Size Requested (see flyer describing equipment in each):** 15 \_\_\_ 24 \_\_\_ 28 \_\_\_ 33 \_\_\_ 47-56 \_\_\_

**Note:** If bus is required to stay overnight, College is responsible to book and pay for driver room.

**Detailed Itinerary attached:** \_\_\_Y \_\_\_N **Additional information attached:** \_\_\_Y \_\_\_N

**Boarding Location (include address and city):** \_\_\_\_\_

**Destination (include address and city):** \_\_\_\_\_

**Bus to stay overnight with party:** \_\_\_Y \_\_\_N

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Boarding Location (include address and city):** \_\_\_\_\_

**Destination (include address and city):** \_\_\_\_\_

**Bus to stay overnight with party:** \_\_\_Y \_\_\_N

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Boarding Location (include address and city):** \_\_\_\_\_

**Destination (include address and city):** \_\_\_\_\_

**Bus to stay overnight with party:** \_\_\_Y \_\_\_N

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Boarding Location (include address and city):** \_\_\_\_\_

**Destination (include address and city):** \_\_\_\_\_

**Bus to stay overnight with party:** \_\_\_Y \_\_\_N

**Departure Date:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Special Instructions for Driver:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Quote:** \$ \_\_\_\_\_

**1. Funding Source:** \_\_\_\_\_  
Acct. Fund Org. Program By Proj/Grnt

**2. Funding Source:** \_\_\_\_\_  
Acct. Fund Org. Program By Proj/Grnt

**Reservation number:** \_\_\_\_\_ (Trip Sheet to follow)

Verification of receipt of cost estimate and authorization of booking/expenditure:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_