Student Pre-Travel Form

Submit all information to accounting@washburnlaw.edu or give to Office

Coordinator in the Dean’s Suite Room 104.

**Please use a different colored font for your answers.**

1. Completed student travel packet.
2. What is the Event?
3. Who is Going?
4. What are the dates and location of the trip?
5. Have you been registered?
6. Have registration fees been paid?
7. Phone number (preferably cell)
8. Flight, you would like me to book and how many seats.
9. Hotel you would like me to book and how many rooms & beds.
	1. Hotel must be Gov/Military GSA rate or under (unless staying at a conference hotel)
		1. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
	2. Only females can stay with females and males with males.
	3. Coaches/advisor/sponsor are required to have their own room separate from the students.
10. Will you need a car rental?
11. Are you seeking a Per Diem Advance?

Please provide **Links** below to hotels and desired flights as well as registration if not yet booked.

Please provide any travel accommodations as well as any other traveling information such as Rapid Reward/Frequent Flyer numbers/Known Traveler Numbers below.