

PALM BEACH STATE COLLEGE

Student Travel Itinerary

Send with College Vehicle Reservation-Form 2)

Requester 's Name:

Club/Department /program

Office Number:

Cell Number:

Pick Up Information

Departure Information:

Time :

Time:

Date :

Date:

Campus Location :

Address :

Building:

Off Campus Address:

Drop off location:

Hotel Address

Special Needs?

List any additional travel locations including planned stops for meals (attach an agenda):

Day	Departure	Time	Travel to
-----	-----------	------	-----------

Driving hours must not exceed 10 hours per day. Groups are responsible to provide lodging for drivers

NO Food or Drinks allowed on the bus. There will be a cleaning fee of \$50 should the driver have to clean the bus or van.