



Tufts University
Office for Campus Life
TRAVEL REGISTRATION FORM

Please fill out all applicable information

Organization Dept. ID#: _____

Name of Tufts Student Organization Sponsoring Trip(no acronyms): _____

Organization E-Mail: *(if applicable)* _____

Organization Web Site: *(if applicable)* _____

Organization Advisor: *(if applicable)* _____

Advisor E-Mail: _____ Advisor Phone #: _____

Name of Tufts Student Organizing Trip: _____

Student's Email: _____ Phone #: _____

Main Destination of Trip: _____

Departure Date: _____ Return Date: _____ Length of Trip: _____

Lodging Information

Name of Lodging: _____ Phone #: _____

Address: _____

Flight Information of Group (if applicable)

Departure (to destination)

Airline: _____ Flight Number #: _____

Departing (city/airport): _____ Time: _____

Arriving (city/airport): _____ Time: _____

Return Trip (back to Tufts)

Airline: _____ Flight Number #: _____

Departing (city/airport): _____ Time: _____

Arriving (city/airport): _____ Time: _____

Primary Contacts During Trip

Please list contact information for at least 2 people who will be attending the trip. Please add a third contact person if the group is greater than 20 persons.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Tufts Faculty/Staff Attending: _____ Phone: _____

Emergency Contact: (Name and Number of Someone Not on Trip)

Group Composite

Please list name and class year of each Tufts student attending the trip. Attach an extra sheet if needed. Please print clearly or attach full typed roster.

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Name: _____ Class Year: _____

Trip Description

Please use the space below to describe your group's trip. Why is the group going to this specific destination? What type of work, if any, will be performed by students? What type of transportation, if any, will students use? Will there be any non-Tufts students attending (faculty, staff, parents)?