



*Wilmington University Athletics  
Team/Student Group Trip Itinerary Form*

**This form is to be completed and submitted by the head coach to the Director of Athletics or Director of Student Affairs **one week prior to the departure date.****

**Team:** \_\_\_\_\_ **Date of departure:** \_\_\_\_\_

**Time of departure from Wilmington University:** \_\_\_\_\_

**How will the team be traveling?**     **Charter bus**                       **Airplane**

**If flying, from which airport will you be departing:** \_\_\_\_\_

**Is the team taking a charter bus to the airport? If not, how will team members get to the airport?** \_\_\_\_\_

**Name of airline carrier:** \_\_\_\_\_

**Flight Information (include all departure and arrival times and airports, including connecting flights):**

<b>Departing Airport:</b>	<b>Time of Departure:</b>	<b>Arrival Airport:</b>	<b>Time of Arrival:</b>
<b>Departing Airport:</b>	<b>Time of Departure:</b>	<b>Arrival Airport:</b>	<b>Time of Arrival:</b>
<b>Departure Airport:</b>	<b>Time of Departure:</b>	<b>Arrival Airport:</b>	<b>Time of Arrival:</b>
<b>Departure Airport:</b>	<b>Time of Departure:</b>	<b>Arrival Airport:</b>	<b>Time of Arrival:</b>

Please list all hotels in which the team is staying as well as the phone numbers at each hotel.

Name of Hotel	Phone Number	Date Arriving	Date Departing

**ATTACH COPIES OF ROOM LISTS FOR ALL HOTELS.**

*Per University policy, you may only put up to 3 teammates in one room.*

Did the students receive meal money for the trip?          Yes        No

How much meal money did each student receive? \_\_\_\_\_

List all tournaments or games in which the team will be participating.

Date	Game or Tournament	Site

Date of arrival back to Wilmington

University: \_\_\_\_\_

Estimated time of arrival back to Wilmington

University: \_\_\_\_\_

Contact phone numbers for coaches traveling with the team:

Coach/Staff Member Name	Coach/ Staff Member Phone Number

