**Lodging & Travel Request Form**

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|  | **Billing Information**  |
| University or Club Name  |   |
| E-mail  |   |
| Traveler  |   |
| Phone  |   |
| Fax  |   |
| Billing address  |     |
| Credit card name  |   |
| Credit card number  |   |
| Credit card expiration date  |   |
| CC Secure Code  |   |
|  | **Lodging Information**  |
| Hotel  |   |
| Arrival date  |   |
| Departure date  |   |
| Number of People in your party  |   |
| Number of rooms  |   |
| Number Adults and children under 17 per room(specify each room)  |   |
| Room Status (single, double, triple, quad)  |   |
| Special request  |   |
| Names of beds  |   |
|  | **Travel Information**  |
| Airline / Flight Number  |   |
| Arrival date/ time  |   |
| Departure date/ time  |   |