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| **Organization:** |
| **Event Information** |
| **Date Leaving:** | **Time Leaving:** |
| **Date Returning:** | **Time Returning:** |
| **Location Traveling To:** |

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| **Attendees** |
| **Number of Chapter Members** |
| **Number of Guests** |
| **Chapter Officers Attending** |
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| **Accommodations** |
| **Place the chapter is staying:** |
| **Website and/or contact info:** |
| **Method of travel:** |
| **Company of transportation (if applicable):** |
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| **Risk Management** |
| **Is your chapter holding a pre-event meeting that goes over risk management policies?**  |
| **List all other risk management precautions that will take place:** |
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| **Number of Sober Monitors/night** |
| **Sober Monitor Name: When?** |
| **Sober Monitor Name: When?** |
| **Sober Monitor Name: When?** |
| **Sober Monitor Name: When?** |
| **Sober Monitor Name: When?** |
| **Sober Monitor Name: When?** |

**\*\*Please attach an agenda for trip\*\***

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| **Passport List (For International Travel Only)** |
| **Member Name** | **Passport Copy** | **Passport Departure** |
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