# GW Club Sports
# Travel Pricing Request Form

When requesting a travel cost estimate, Travel Liaisons are to complete this form and email the completed form to Anthony Travel (Debra Pearce) and Campus Recreation (George Bauman) at least 30 days in advance of departure. Anthony Travel will add cost estimates to the form and return it to the team's Travel Liaison of each event. In addition, be advised that budget approval may take up to 14 days after submittal to OrgSync.

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- All clubs must comply with pre-trip procedures established by Campus Recreation.

- All drivers of rental vehicles must comply with GW Safety and Security requirements, before renting a vehicle.

- Contact Campus Recreation (George Bauman) if questions arise.

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**Only Travel Liaisons are to submit pricing requests and discuss travel arrangements with Anthony Travel.**

Club Sport Name

Event Name and Event Date

Date Submitted to Anthony Travel

Submitted By (name, email and telephone)

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# *** Lodging ***

Check-in Date                    Check-Out Date                    # of Rooms (based on
                                                                   quad occupancy)

All clubs are required to sleep four to a room (Quad). Quad occupancy room rates are higher than double occupancy rates.

Hotel Located Near What Venue, Include Address if Known

Willing to Commute                    Preferred Hotel Name and Address (if known)

☐ 5 - 10 Miles One Way

☐ 10 - 20 Miles One Way

Whose name should each room reservation be booked under?

Additional Instructions, e.g., single or double room for coaches, tournament hotel pricing, include results of pricing research and source (Booking.com, Priceline, Trivago, etc.)

**Hotel name and per room cost estimate (including taxes) provided by Anthony Travel.**

# *** Enterprise Car Rental ***

| Pick-up Date | Pick-up time | Pick-up Location | Drop-off Date | Drop-off time |
|---|---|---|---|---|
| | | | | |

**Destination City**

**Estimated Round Trip Miles to be Driven**

| Vehicle One Type | Vehicle One How Many Vehicles? | Vehicle Two Type | Vehicle Two How Many Vehicles? |
|---|---|---|---|
| ▼ | | ▼ | |

**Driver One's Name**

**Driver Two's Name**

**Driver Three's Name**

**Driver Four's Name**

**Additional Instructions**

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12-passenger vans are only available at the following Enterprise Car Rental locations:

Reagan National Airport          Southwest Waterfront        Falls Church - Arlington
  2500 National Ave Garage A       1100 4th Street SW           6286c Arlington Blvd
  Arlington, VA 22202              Washington, DC 20024         Falls Church, VA 22044
  SUN 5:30a - 11:45p               SUN Closed                   SUN 9:00a - 12:00p
  MON 5:30a - 11:45p               MON 7:30a - 6:00p            MON 7:30a - 6:00p
  TUE 5:30a - 11:45p               TUE 7:30a - 6:00p            TUE 7:30a - 6:00p
  WED 5:30a - 11:45p               WED 7:30a - 6:00p            WED 7:30a - 6:00p
  THU 5:30a - 11:45p               THU 7:30a - 6:00p            THU 7:30a - 6:00p
  FRI 5:30a - 11:45p               FRI 7:30a - 6:00p            FRI 7:30a - 6:00p
  SAT 5:30a - 11:45p               SAT 9:00a - 12:00p          SAT 9:00a - 12:00p
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- Vehicles returned after hours may be charged an additional day's rental.
- All drivers must be 20 years of age.  12-passenger van drivers must 21 years of age.
- Prior to rental, all drivers must complete student driver procedures established by GW Safety and Security.
- Enterprise rates include Collision and Liability insurance at no extra cost.  Do not purchase additional insurance.
- Prior to return, refuel the vehicle within in 10 miles of drop-off in order to avoid excessive refueling costs.

**Estimated Per Vehicle Rental Cost Provided by Anthony Travel (Rental costs are estimated per day and do not include taxes, fees, fuel or excess mileage charges).**

# *** Airfares ***

Departure Date

Departure Time
Range

Return Date

Return Departure Time
Range

Origin Airport

Destination Airport

Number of
Travelers

Additional Instructions (include results of pricing research and source (Delta.com, Southwest.com, etc.)

**Airfare cost estimate (per person) provided by Anthony Travel.**

# *** School Bus Charter ***

Departure Date

Departure Time
Range

Return Date

Return Departure
Time Range

Pick-up Location

Drop-off Location

# of Travelers

**School Bus charter cost estimate provided by Anthony Travel.**

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