

RSO Travel Itinerary	
RSO Travel Itinerary Google Sheet File	RSO Travel Policy Form
Trip Information	
RSO Name;	
Trip Purpose:	
Lodging Address:	
Travel Policy attached:	<input type="checkbox"/>
Travel Route(s) attached:	<input type="checkbox"/>
Comments:	

*Attach the travel route(s) from the departing city (likely Houghton) to the destination city. A screenshot of Google Maps often serves this purpose well. Attach additional routes if traveling to multiple cities.

Itinerary				
Date	Depart from	Depart time	Destination	Arrival time

**If necessary, feel free to add more rows to the Itinerary table above.