

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 ([Aubre Jones](#)) 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 ([Aubre Jones](#)) 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)

***** 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

5 - 10 Miles One Way

10 - 20 Miles One Way

Preferred Hotel Name and Address (if known)

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

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

| | | |
|--|---|---|
| Reagan National Airport 2500 National Ave Garage A Arlington, VA 22202 SUN 5:30a - 11:45p MON 5:30a - 11:45p TUE 5:30a - 11:45p WED 5:30a - 11:45p THU 5:30a - 11:45p FRI 5:30a - 11:45p SAT 5:30a - 11:45p | Southwest Waterfront 1100 4th Street SW Washington, DC 20024 SUN Closed MON 7:30a - 6:00p TUE 7:30a - 6:00p WED 7:30a - 6:00p THU 7:30a - 6:00p FRI 7:30a - 6:00p SAT 9:00a - 12:00p | Falls Church - Arlington 6286c Arlington Blvd Falls Church, VA 22044 SUN 9:00a - 12:00p MON 7:30a - 6:00p TUE 7:30a - 6:00p WED 7:30a - 6:00p THU 7:30a - 6:00p FRI 7:30a - 6:00p SAT 9:00a - 12:00p |
|--|---|---|

- Vehicles returned after hours may be charged an additional day's rental.
- All drives must be 21 years of age and present a valid driver's license at the rental counter.
- Prior to rental, all drives 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.