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.

- 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.

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

<table>
<thead>
<tr>
<th>Club Sport Name</th>
<th>Event Name and Event Date</th>
</tr>
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<tbody>
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Date Submitted to Anthony Travel

Submitted By (name, email and telephone)

1
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.
### 12-passenger vans are only available at the following Enterprise Car Rental locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reagan National Airport</td>
<td>2500 National Ave Garage A</td>
<td>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</td>
</tr>
<tr>
<td>Southwest Waterfront</td>
<td>1100 4th Street SW</td>
<td>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</td>
</tr>
<tr>
<td>Falls Church - Arlington</td>
<td>6286c Arlington Blvd</td>
<td>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</td>
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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 be 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 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

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Departure Time Range</th>
<th>Return Date</th>
<th>Return Departure Time Range</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Origin Airport</th>
<th>Destination Airport</th>
<th>Number of Travelers</th>
</tr>
</thead>
</table>

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

**Airfare cost estimate (per person) provided by Anthony Travel.**
<table>
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<th>Departure Date</th>
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<th>Return Date</th>
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Pick-up Location

Drop-off Location

# of Travelers

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School Bus charter cost estimate provided by Anthony Travel.

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Revised 12/17/21