

Group Trip Request Form

Please complete and email or fax to the travel office. Travel @sju.edu or 610-660-1319
All group requests take 48 -72 business hours to collect information and respond.

Name of Group:

Group Leader / Contact:

Phone number of contact:

Email address for contact:

Budget Number to be charged:

Destination:

Departure Date:

Return Date:

Number of Attendees:

What is needed? (Please check all that apply)

Air

Hotel Please specify the number of rooms needed
 Single Double Triple Quadruple

Motor Coach

Rail

Group Meals
 Breakfast Lunch Dinner

Please list any specific requests and / or vendors:
