

Michigan State University Group Travel Request for Quotation

Due Date: _____ **Time:** _____

MSU Department Name: _____ Contact Person: _____

Telephone #: _____ Fax #: _____ Email: _____

Event/Trip Name: _____ Number of Travelers in Group: _____

Dates of Travel: _____ Destination City/Airport: _____

**Please use additional pages to provide a complete description of the group and its travel needs.*

Purpose of the Trip: _____

Group History: _____

Travel Requirements of Trip: (Place an X in front of all requirements that apply for this trip)

_____ Airfare _____ Hotel Accommodations _____ Meal Inclusion _____ Ground Travel

_____ Meeting Room(s) _____ Scheduled Activities unique to Destination Location

_____ Other (Please Specify): _____

Airfare Itinerary (Indicate city/airport(s) preferences, desired travel times, acceptability of layovers, use of nearby airports, etc.) for both originating and returning flights: _____

Hotel Accommodation (Indicate quality desired, expectations, room type preferences): _____

Meals to be included (Specify which meal(s), number of servings, food preferences): _____

Ground Travel to be included at origin and destination (e.g. rental car/van, charter bus, cab, etc.): _____

Meeting Room(s) including required meal, beverage, and snack services as well as technological requirements: _____

Special Activities and Other Services: _____

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AGENCY RESPONSE

Travel Agency Name: _____ Contact Person: _____

Telephone #: _____ Fax #: _____ Email: _____

Address: _____

Web Site Address: _____ Hours of Operation: _____

**Please attach support documentation detailing what is included in each facet of the bid.*

Proposed Airline and Schedule(s): _____

Airfare per Person: _____

Proposed Hotel(s) and Amenities: _____

Room Rates per person: _____ Single _____ Double _____ Suite

Proposed Meals and Menus: _____

Meal cost per person: _____

Proposed Ground Transportation: _____

Ground Transportation cost per person: _____

Proposed Meeting Room(s) and any included amenities: _____

Proposed Special Activities at Location: _____

Special Activities cost per person: _____

Summary of Bid for Group Travel:

Airfare: \$ _____

Hotel: \$ _____

Meals: \$ _____

Ground Transportation: \$ _____

Meeting Room, et al: \$ _____

Special Activities: \$ _____

Other: \$ _____

Total Quote for the Proposed Group: \$ _____