



# Request to Travel Form

This form should be submitted by any club wishing to travel off-campus for any official club business. This applies regardless of the number of club participants who will be attending. This form should be submitted a minimum of **five business days** prior to the requested travel date. Failure to do so may result in this request being denied. The contact individual listed below will be notified when this request has been reviewed. Any club traveling without approval may be subject to disciplinary actions.

## General Information

Club: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Phone / Pager: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Travel Information

<p><i>Type of Transportation (choose 1):</i></p> <p>___ Personal Vehicle</p> <p>___ Rental Vehicle</p> <p>___ Chartered Bus</p> <p>___ Air</p>	<p><i>Type of Event (choose 1):</i></p> <p>___ Scrimmage / Practice</p> <p>___ Competition</p> <p>___ Tournament</p> <p>___ Performance</p> <p>___ Meeting</p> <p>___ Instructional (conference, seminar, etc)</p>	<p><i>Type of Lodging (choose 1):</i></p> <p>___ This is not an overnight trip</p> <p>___ Motel / Hotel (complete section below)</p> <p>___ Other</p> <p>Motel/Hotel Name: _____</p> <p>Phone Number: _____</p> <p>Name Reservation is Under: _____</p>
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Location of Event (be specific): \_\_\_\_\_

Event Start Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Date: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Approximate Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Approximate Return Time: \_\_\_\_\_

## Participant Travel Information

Number of Club Members Attending: \_\_\_\_\_

List Authorized Drivers Who Will Be Driving: \_\_\_\_\_

List Safety Officers Who Will Be Attending: \_\_\_\_\_

## For Office Use Only

Date Received: \_\_\_\_\_

Date Approved/Denied: \_\_\_\_\_

Travel Status: \_\_\_\_\_

Were any accident reports submitted in association with this event: \_\_\_\_\_

Was a post-event summary completed in association with this event: \_\_\_\_\_

Were all completed Travel Guideline forms returned: \_\_\_\_\_