-Sam Houston State University-
Club Sports Program

TRAVEL REQUEST FORM

Club Sport _____ **Date of request** _____
Club President _____ **Phone # while on trip** _____
Other Club Contact _____ **Phone # while on trip** _____
Event _____ single game/tournament/scrimmage/other (circle one)
Location/Destination _____ **Dates of Event** _____
Departure Date/Time _____ **Arrival Date/Time** _____
-Need to Attach an Emergency Action Plan.

Mode of Transportation & How Many? _____Personal Cars _____ Rental Vehicle _____University Vehicle

Overnight Stay? Yes No (If staying overnight, provide name, address and phone # of location)

_____

_____

Number of Club Members Traveling _____ ***Indicate who is traveling on a copy of Travel Roster.***

Anticipated Expenses:
Transportation:
Airfare $_____ Lodging $_____

Rental Car $_____ Meals $_____

Gas $_____ Registration $_____

Other $_____

Total Estimated Expenses $_____

Using Rec Sports Funds? Yes No Partial
Using External Funds? Yes No Partial

IMPORTANT INFORMATION
ALL TRAVEL:

- **An approved travel authorization is required even if no reimbursement is needed.** Please submit original of this form with all required signatures to the Recreational Sports Department. Retain a copy for your records.
- Receipts **MUST** be reconciled within 5 business days following your travel return date; therefore they must be turned into the Recreational Sports Department the first business day after returning from travel.
- Failure to complete the travel process and approval could jeopardize any future travel, lost funding or suspension.

This form is to be filled out and turned in to the Club Sports Office **5 days** before scheduled departure date. Once completed and approved, a copy should be taken on the trip by the club president or coach.

Club President's Signature _____ **Date** _____
Associate Director of Recreational Sports _____ **Date** _____