



-Sam Houston State University-
Club Sports Program

TRAVEL REQUEST FORM

This form should be turned in at least ten business days prior to your trip. If a hotel is needed, please indicate whether you want to stay at a La Quinta Inn or any other hotel.

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	_____

Estimated Expenses - Internal Account

Estimated Gas Expense	_____
Estimated Lodging Expense	_____
Estimated Vehicle Expenses	_____
Estimated Entry Fees	_____
Estimated Total Expenses	_____

Estimated Expenses – External Account

Estimated Gas Expense	_____
Estimated Lodging Expense	_____
Estimated Entry Fees	_____
Estimated Other Expenses	_____
Estimated Total Expenses	_____

Mode of Transportation & How Many? _____ Personal Cars _____ Rental Vehicle

Please list all drivers: _____

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

Club President's Signature _____ Date _____

Club Sports Director's Signature _____ Date _____