

# TRAVEL APPLICATION

Application must be filed 10 (ten) working days before date of trip. Applicants must have game schedule on file for approval.

**CLUB** \_\_\_\_\_ **D A T E** \_\_\_\_\_

**DESTINATION** \_\_\_\_\_

<b>DEPARTURE</b>	<b>DAY/DATE:</b>	<b>TIME:</b>
<b>RETURN</b>	<b>DAY/DATE:</b>	<b>TIME:</b>

**Trip Leader #1**

**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**Trip Leader #2**

**NAME** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**if trip is overnight, list information of club location**

**LOCATION** \_\_\_\_\_  HOTEL  PRIVATE RES. **PHONE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LOCATION** \_\_\_\_\_  HOTEL  PRIVATE RES. **PHONE** \_\_\_\_\_ **DATE** \_\_\_\_\_

This form must be turned into your club advisor.

**RECEIVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**method of transportation**

**A. check method of transportation:**  **ENTERPRISE**  **PRIVATE VEHICLE(S)**

If you are planning to use Enterprise, you must request vehicles TWO WEEKS prior to departure by calling Jan Henry at 826.5965

**OTHER (EXPLAIN)** \_\_\_\_\_

**B.** If travelling by private vehicle, attach a copy of insurance information and driver license of those who will be driving.

**N A M E** \_\_\_\_\_ **P H O N E** \_\_\_\_\_

**Is/Are the private vehicle(s) in safe, working order?**  **YES**  **NO**

On the accompanying Travel Roster, list all names of persons who will be traveling. This application will not be approved without a complete listing. Members who have not completed all necessary requirements (Insurance forms, sign roster, enroll in class) will not be permitted to travel.

**Submitted by** \_\_\_\_\_, Travel Secretary or Team Officer

**DEPARTMENT USE ONLY**

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reason** \_\_\_\_\_

# SPORT CLUB TRAVEL ROSTER

**CLUB NAME** \_\_\_\_\_

**LOCATION OF EVENT** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_

Non-students must be signed up as volunteer coaches through the Recreational Sports Office.  
Teams can have three volunteer coaches per team.

\*Indicate Driver with astrisk.

<b>VAN/CAR #1</b>			
<b>NON-STUDENT/COACH NAME</b>	<b>PHONE #</b>	<b>STUDENT NAME</b>	<b>PHONE #</b>

<b>VAN/CAR #2</b>			
<b>NON-STUDENT/COACH NAME</b>	<b>PHONE #</b>	<b>STUDENT NAME</b>	<b>PHONE #</b>

## SPORT CLUB TRAVEL ROSTER

**CLUB NAME** \_\_\_\_\_

**LOCATION OF EVENT** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_

Non-students must be signed up as volunteer coaches through the Recreational Sports Office.  
Teams can have three volunteer coaches per team.

<b>VAN/CAR #3</b>			
<b>NON-STUDENT/COACH NAME</b>	<b>PHONE #</b>	<b>STUDENT NAME</b>	<b>PHONE #</b>

<b>VAN/CAR #4</b>			
<b>NON-STUDENT/COACH NAME</b>	<b>PHONE #</b>	<b>STUDENT NAME</b>	<b>PHONE #</b>