

# Travel Request Form

*This form must be submitted to the Club Sports Office by the Tuesday prior to departure in order to have travel approved. The club's Trip Leader must attend the Pre-Trip Meeting on Thursday at 4 p.m. prior to departure.*

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

Date Submitted: \_\_\_\_\_

Club Trip Leader: \_\_\_\_\_

Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Destination (school, city, & state): \_\_\_\_\_

## Transportation Information

Departure Date & Time: \_\_\_\_\_

Return Date & Time: \_\_\_\_\_

Method of Transportation & How Many: \_\_\_\_\_ Personal \_\_\_\_\_ Rental \_\_\_\_\_ Other  
Vehicles Vehicles (Bus/Airplane)

## Drivers

All drivers must have a copy of their driver's license and vehicle insurance on file in the Club Sports Office prior to the trip. If this information is missing, the driver will not be approved.

\_\_\_\_\_  
Name of Driver #1

\_\_\_\_\_  
Vehicle Make/Model and License Plate #

\_\_\_\_\_  
Driver's License # and State

\_\_\_\_\_  
Insurance Company and Policy #

\_\_\_\_\_  
Name of Driver #2

\_\_\_\_\_  
Vehicle Make/Model and License Plate #

\_\_\_\_\_  
Driver's License # and State

\_\_\_\_\_  
Insurance Company and Policy #

\_\_\_\_\_  
Name of Driver #3

\_\_\_\_\_  
Vehicle Make/Model and License Plate #

\_\_\_\_\_  
Driver's License # and State

\_\_\_\_\_  
Insurance Company and Policy #

\_\_\_\_\_  
Name of Driver #4

\_\_\_\_\_  
Vehicle Make/Model and License Plate #

\_\_\_\_\_  
Driver's License # and State

\_\_\_\_\_  
Insurance Company and Policy #

\_\_\_\_\_  
Name of Driver #5

\_\_\_\_\_  
Vehicle Make/Model and License Plate #

\_\_\_\_\_  
Driver's License # and State

\_\_\_\_\_  
Insurance Company and Policy #

**Lodging Information**

Will there be overnight lodging? \_\_\_\_\_ Number of Nights: \_\_\_\_\_

Lodging Location (name, address, phone #): \_\_\_\_\_

Reservation Name (i.e. John Smith or UTD Golf Club): \_\_\_\_\_

Room Rate: \_\_\_\_\_ Number of Rooms & How Many People Per Room: \_\_\_\_\_

Dates Reserved: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

**Financial Information**

Estimated Cost of Trip: \_\_\_\_\_ Using University Funds? Yes No Partial

If using University funds, financial information must be submitted on the *Post Trip Report* and be accompanied by receipts.

**Travel Roster**

Please list those club members, advisors, and coaches/instructors who are traveling along with their uniform size. Only those individuals who have met all membership and travel requirements (see Handbook) are eligible for the trip.

- |                      |                      |
|----------------------|----------------------|
| 1. _____ size _____  | 12. _____ size _____ |
| 2. _____ size _____  | 13. _____ size _____ |
| 3. _____ size _____  | 14. _____ size _____ |
| 4. _____ size _____  | 15. _____ size _____ |
| 5. _____ size _____  | 16. _____ size _____ |
| 6. _____ size _____  | 17. _____ size _____ |
| 7. _____ size _____  | 18. _____ size _____ |
| 8. _____ size _____  | 19. _____ size _____ |
| 9. _____ size _____  | 20. _____ size _____ |
| 10. _____ size _____ | 21. _____ size _____ |
| 11. _____ size _____ | 22. _____ size _____ |

**Office Use Only**

Driver(s) Insurance on File: \_\_\_\_\_ Driver(s) Completed Driver's Training: \_\_\_\_\_

Driver(s) Authorized for Club Transportation: \_\_\_\_\_ Staff Initials & Date: \_\_\_\_\_

Travel Binder Issued: \_\_\_\_\_ Travel Responsibilities of Participants on file: \_\_\_\_\_