

Campus Recreation  
Sports Clubs  
**Travel Request**



**Sport Club:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_ **# of Members Traveling:** \_\_\_\_\_

**Lodging Address:** \_\_\_\_\_ **Trip Contact:** \_\_\_\_\_

**Lodging Phone:** \_\_\_\_\_ **Trip Contact Cell:** \_\_\_\_\_

**Lodging Fax:** \_\_\_\_\_ **Trip Contact Email:** \_\_\_\_\_

**Forms of Travel:**

\_\_\_\_\_ Personal Car    \_\_\_\_\_ Plane    \_\_\_\_\_ Charter Bus    \_\_\_\_\_ 12 Passenger Van    \_\_\_\_\_ Mini Van

**If Renting Vehicle(s):** \_\_\_\_\_ **Type(s) of Vehicle(s):** \_\_\_\_\_ **Quantity of Vehicle(s):** \_\_\_\_\_

**Date of Pickup:** \_\_\_\_\_ **Time of Pickup:** \_\_\_\_\_ **Date of Drop off:** \_\_\_\_\_ **Time of Drop off:** \_\_\_\_\_

**Driver Information:**

	Driver	Phone #	Car Make	Year	Model	Driver's License # & State	Insurance Policy #
1							
2							
3							
4							
5							
6							
7							
8							

**Vehicle Assignments:**

Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5

**Travel Budget:**

Estimated Restricted Funds		Estimated Sport Clubs Funds		Estimated Agency Funds	
Gas Expense**	\$	Gas Expense**	\$	Entry Fees	\$
Lodging Expense	\$	Lodging Expense	\$	Lodging Expense	\$
Vehicle Expense	\$	Vehicle Expense	\$	Vehicle Expense	\$
Entry Fees	\$	Entry Fees	\$	Estimated Other:	\$
Total Est. Expenses	\$	Total Est. Expenses	\$	Total Est. Expenses	\$
Cost Center:				Account Number: 9050070212	

**\*\*Gas cards will not be issued if the Travel Request form is not submitted 15 business days in advance for in-state travel and 20 business days in advance for out-of-state travel.**

**Room Assignments, if applicable:**

Room 1	Room 2	Room 3	Room 4	Room 5

**Please submit Itinerary and Travel Roster**

Signatures	Title	Signature Date
	Assistant Director Of Sport Clubs	
	Associate Director Of Campus Rec.	
	Account Manager	
	Dean of Students	
	Vice President of Student Affairs	

**Office Use Only**

- \_\_\_\_\_ SC Calendar
- \_\_\_\_\_ Travel log
- \_\_\_\_\_ Enterprise confirmation
- \_\_\_\_\_ Members Verified
- \_\_\_\_\_ Travel Funds Comm. #



**Trip Itinerary**

**Departure from San Marcos:**

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

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

Arrival Time: \_\_\_\_\_

Arrival Location: \_\_\_\_\_

If traveling multiple days:

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

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

Arrival Time: \_\_\_\_\_

Arrival Location: \_\_\_\_\_

While at destination:

Example	Day 1 Schedule	Day 2 Schedule	Day 3 Schedule
9 am – Arrive at Fields 10 am – Begin pool play 2 pm – Lunch break 3 pm – Bracket play 7pm – Team dinner			

**Return to San Marcos:**

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

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

Arrival Time: \_\_\_\_\_

Arrival Location: \_\_\_\_\_

If traveling multiple days:

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

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

Arrival Time: \_\_\_\_\_

Arrival Location: \_\_\_\_\_