

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 Vehicle _____ Plane _____ Charter Bus _____ Rental Vehicle

If Rented Vehicles: Type(s) of Vehicle(s): _____ Quantity of Vehicle(s): _____

Date of Pickup: _____ Time of Pickup: _____ Date of Drop off: _____ Time of Drop off: _____

Rental to be paid for from the: State Account: _____ Club Account: _____ IF from Club Account, turn in AP9 form with this request.

Approved Driver Information:

Driver

Phone #

Travel Budget:

Estimated Restricted Funds		Estimated State Funds		Estimated Club 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.**

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: _____