



This form is to be submitted to your Program Administrator & Charlotte Doolin 24 hours prior to departure from KSU.

Bylaw 16.8.1.2 An institution may provide actual and necessary travel expenses (e.g., transportation, lodging and meals) to a student-athlete for participation in athletics competition, provided the student-athlete is representing the institution (competes in the uniform of the institution) and is eligible for collegiate competition. Violations of this bylaw shall be considered an institutional violation per Constitution 2.8.1; however, they shall not affect the student-athlete's eligibility.

Bylaw 16.8.1.2.1 An eligible student-athlete may receive actual and necessary travel expenses to represent the institution in athletics competition, provided the student-athlete departs for the competition no earlier than 48 hours prior to the start of the actual competition and remains no more than 36 hours (24 hours in men's basketball) following the conclusion of the actual competition even if the student-athlete does not return with the team. *There is an exception for travel to foreign countries, Hawaii and Alaska and NCAA and official vacation periods*

Team: Departure: Date: Time:

Destination: Return: Date: Time:

Is this an overnight trip? Yes No

Are you going directly from KSU to the competition site (prior to going to the hotel)? Yes No

If yes, please provide location of competition site:

Game Time(s) on final date of competition during this trip:

Are you spending the night after final competition of this trip? Yes No

Lodging Information-

1.

Hotel:
Address:
Phone #:

2.

Hotel:
Address:
Phone #:

Student Athletes:

Staff:

My signature below acknowledges the activities listed above are true and accurate with upholding Bylaw 16.8.

Print name of Head coach:	Signature:	Date:
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