



Travel Request and Itinerary 2013-2014

Club Name: _____	Date: _____
Destination City, State: _____	Number NIU Members Traveling: _____

Emergency Contact Information:

Club Member: _____ Position: _____ Phone: _____

Club Member: _____ Position: _____ Phone: _____

Travel Dates:

From: _____ To: _____

Purpose: (Please circle)

Single game/match Tournament State/Regional Tournament
 National Tournament Scrimmage Instructional
 Seminar Charity Event Other (please describe): _____

Lodging Accommodations:

Hotel Name: _____

Address (city and state): _____

Or

Other Lodging (i.e. University, friends, family, campsite): _____

Address (city and state): _____

Room 1	Room 2	Room 3	Room 4	Room 5

Form of Travel: (check one) Personal/Rental Car: _____ Plane: _____ NIU Bus: _____
 Charter Bus: _____ Other: _____

For Personal/Rental Cars:

Car Owner	Owner's Tel. #	Car Make	Car Model	Vehicle Insurance
1. _____	_____	_____	_____	Y N
2. _____	_____	_____	_____	Y N
3. _____	_____	_____	_____	Y N
4. _____	_____	_____	_____	Y N
5. _____	_____	_____	_____	Y N

Who is traveling in each vehicle:

Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5

For Flights:			
Departing			
Flight # _____	Departure Time _____	Arrival Time _____	Airport _____
Flight # _____	Departure Time _____	Arrival Time _____	Airport _____
Returning			
Flight # _____	Departure Time _____	Arrival Time _____	Airport _____
Flight # _____	Departure Time _____	Arrival Time _____	Airport _____
Charter Bus Company: _____ Phone Number: _____			
Cost: Hotel _____ Food _____ Transportation _____ Team Total: _____			

Do you want to use club funds to reimburse for mileage (University rate \$.55 per mile)?
Yes _____ No _____

Traveling Roster

1.	15.
2.	16.
3.	17.
4.	18.
5.	19.
6.	20.
7.	21.
8.	22.
9.	23.
10.	24.
11.	25.
12.	26.
13.	27.
14.	28.

Officer Name: _____

Signature: _____ **Date:** _____

**Please submit one week prior to leaving.



Northern Illinois University

Division of Student Affairs & Enrollment Management

For Office Use Only

Submitted On: _____ **Approval Date:** _____ **Approved By:** _____