



Travel Itinerary Approval

EMU TRAVEL POLICY

An EMU team may not depart campus more than 48 hours before the start of the competition and must initiate return travel no more than 36 hours after the conclusion of competition. The 48 hour limit applies to the time a team leaves campus, not when the flight departs. Exceptions to the 48-hour and 36-hour rules must be approved in writing (e.g. email) by a sport administrator and submitted to the Office of Compliance prior to deviating from the above time constraints.

COMPETITION

SPORT _____

Competing With _____

AT _____

DEPARTING: Date _____ Time _____

From what EMU location _____

RETURNING: Date _____ Time _____

To what EMU location _____

TRAVEL INFORMATION

Mode of Transportation _____

Airline _____

Leave Detroit Metro: Flight # and Time _____

Arrival Time _____

Return Detroit Metro: Flight # Time _____

Arrive Metro _____

ACCOMODATIONS

Name of Motel/Hotel/Dorm _____

Address _____

City _____ State _____ Phone Number _____

SCHEDULE

Practice Scheduled _____

Event Start Time (must be no more than 48 hrs. after departure) _____

Approximate end date and time of competition _____

TRAVEL SQUAD

Coach & Cell Ph# _____

Assistant Coach _____

Ath. Trainer & Cell Ph# _____

Assistant Coach _____

Additional: _____

****Form must be approved and signed by the following individuals prior to departure****

1) Athletic Compliance Office

Signature

Date

2) Athletic Business Office

Signature

Date

3) Sport Administrator

Signature

Date

List the first and last names of **ALL** individuals in the travel party.

Student-Athletes: (attach additional pages as necessary)

[illegible]

COACH SIGNATURE

Signature

Date