



University of Colorado Boulder

COLLEGIATE SPORT CLUBS TRAVEL ROSTER & ITINERARY

Club Name: _____

Date Applied: _____

Club Contact: _____

Phone: _____

E-mail: _____

Travel Destination: _____

Type of Competition: _____

Departure Date & Time: _____

Return Date & Time: _____

Club Members and Coaches Traveling: **Please attach a detailed roster of travelers.**

Prepare a list of estimated expenses for the trip: registration/entry fees; lodging; vehicle rental or airfare (if applicable); gas/mileage estimates. **See below.**

Registration/Entry Fee: (Define individual or team fees) _____

Lodging:

Name of hotel/motel: _____

Address of hotel/motel: _____

Phone Number: _____

Number of nights booked: _____

Dates of nights booked: _____

Rate per night: _____

Num. of rooms: _____

Total amount: _____

Vehicles:

Private vehicle: (Names of Drivers) _____



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Number of vehicles: _____

Roundtrip Mileage: _____

Rental vehicle: _____

Rental Agency: _____

Vehicle type (i.e. size of van, car, etc.): _____

Number of vehicles: _____

Rate Per/Day: _____

Number of days: _____

Total Estimate: _____

Air Travel:

Air Travel (i.e. United, American, etc.): _____

Ticket Rate: _____

Flight number: _____

Departure date: _____

Return date: _____

Please attach a detailed roster of travelers, flight numbers, departure/return dates, etc.

Detailed Itinerary:

Attach a detailed itinerary highlighting points A-Z, departure location, date and time through the end of the trip.

Emergency Action Plan:

1. Perform CPR and/or First Aid as needed.
2. Contact local emergency numbers, 911.
3. Contact Club Sports Coordinator (Bryan 970-397-9865 or Patty 303-263-4819) to report incidents or injuries. The coordinator will notify appropriate University personnel and emergency contacts of those involved.
4. Immediately after the incident go on-line and complete the accident report and submit to a coordinator. Take written and signed reports from all witnesses.

Club Contact Signature: _____ Date: _____

Club Sports Coordinator Signature: _____ Date: _____