

TRAVEL ITINERARY and EXPENSE FORM

TEAM OVERNIGHT and DAY TRAVEL THAT EXCEEDS \$500



The purpose of this form is to document the circumstances AND final expenses surrounding each scheduled, competitive team event that involves travel &/or food. Expenses include any cash advance &/or food expenses. **Team travel food expenses include food/meals on the way to, during, or back from a scheduled, competitive team event.** (Do not use this form for meals purchased from Sodexo.)

Team Information

Team Name:

Name of Head Coach:

Attach a completed meal money form after travel has occurred.

Itinerary Information

Destination City:

Host Institution/College:

Destination State:

Host Telephone Number(s):

Departure Date: Return Date:

Mode of Transportation
(UMW van, rental van, bus, air, etc.):

Include departing & returning information with airline name, flight #, departing/arriving time, etc.

Overnight Lodging/Hotel Information

Hotel Name:

Telephone Number:

Address:

Number of Nights: Number of Rooms:

City: State:

Zip:

Other pertinent information:

Authorization

Printed Trip Approval Name:

Trip Approval Signature:

Date:

Signature of UMW President:

Date:

NOTE: Required ONLY for out-of-country (and Hawaii and Alaska) travel.