

Viterbo University Sport Clubs
Department of Recreational Sports

TRAVEL ITINERARY

(In-State & Out-of-State)

This Travel Itinerary Form must be submitted at least 48 hours in advance of the proposed date(s) of club travel (for tournaments, events, meetings, conferences, etc.) by the club to the director of Recreational Sports.

Recommended club review the travel guidelines.

Club:

Department: Recreational Sports

Purpose of/Rationale for Travel:

Name of Event:

Hosting Institution/Organization:

City/State of Travel:

Date(s) of Travel:

In the event of an emergency, how may the club be contacted during the trip (Club Contact –Name and Phone)?

Source of Funds:

University

Estimated Amount \$

Account Number:

Other:

Explanation

Account Number:

Registration Fee? ____ Yes ____ No

Amount \$

Total Anticipated Budget (estimate all expenses): \$

Transportation:

____ Train/Plane ____ Auto: Private ____ University ____ Rental -

License No. _____ License No. _____

License No. _____ License No. _____

License No. _____ License No. _____

Lodging Accommodations:

Name _____ Phone Number _____

Address _____

Club Member's Signature: _____ **Date:** _____

Club Advisor's Signature: _____ **Date:** _____

Director of Rec Sports Signature: _____ **Date:** _____

****Attach a copy of the event information/agenda/schedule, as well as a complete Competition/Travel roster (identify students and staff) to this request form.***