

UW-Whitewater Club Sports

Travel Itinerary and Roster

Return form to room 100 PRIOR to travel
Club Sports staff will file form accordingly

*** * SUBMIT AT LEAST TWO DAYS PRIOR TO DEPARTURE * ***
CLASS ABSENCE REQUESTS MUST BE MADE AT LEAST ONE WEEK IN-ADVANCE
LODGING AND VEHICLE REQUESTS MUST BE MADE AT LEAST TWO WEEKS IN-ADVANCE

Club: _____

Name of Event: _____

Event Location: _____
(address) _____

Miles to Travel ONE-WAY: _____ ROUND-TRIP: _____

Contact for Trip: _____

Departing Campus: DATE: _____ TIME: _____ AM PM

Anticipated Return: DATE: _____ TIME: _____ AM PM

Aside from lodging and fuel, are there other planned stops during this trip? YES NO
If yes, please list planned stops below

Mode of Transportation Personal Vehicle(s) Fleet Vehicle Enterprise Rental
Please circle Flight Other (explain): _____

List Authorized Drivers
(if applicable) _____

PLEASE ALLOW ENOUGH TIME TO ENSURE PROPER AUTHORIZATION _____

Lodging Accommodations
NAME _____
ADDRESS _____
DATES OF STAY _____

Officer Signature: _____

Matt Schneider Approval: _____

Date Received



ROSTER OF ALL TRAVELING MEMBERS

MEMBERS MUST BE ON CLUB'S MEMBERSHIP ROSTER AND HAVE PARTICIPATION WAIVER ON-FILE
*** * NAMES MUST BE LEGIBLE * ***

1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	26. _____
12. _____	27. _____
13. _____	28. _____
14. _____	29. _____
15. _____	30. _____

Class absence request letters are needed for this trip: **Yes, by:** _____ **No** **(CIRCLE)**

In addition to this form, please make sure Club Sports administrative staff receive:

- Proof of your event (i.e. flier, schedule, online results, etc.)
- Post-Travel Report (due 72 hours upon club's arrival back to campus)
- Receipts for any reimbursement the club wishes to process

Officer Signature: _____

By signing, officer indicates club is in compliance with established policies and any violations are subject to penalty deemed appropriate by Club Sports administrative staff

Matt Schneider Approval: _____

_____ Date Received

