

## Trip Request/Approval Form

Sport Club \_\_\_\_\_

Event Name \_\_\_\_\_

Travel Destination \_\_\_\_\_

Safety Officer \_\_\_\_\_ Cell #: \_\_\_\_\_

Coach Name \_\_\_\_\_ Cell #: \_\_\_\_\_

Attach Transportation Manifest (indicate who is in each vehicle)

Event Dates and Times \_\_\_\_\_

\_\_\_\_\_

Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

Return: Date \_\_\_\_\_ Time \_\_\_\_\_

Opponent Contact Name(s) at Destination: \_\_\_\_\_

Phone #: \_\_\_\_\_

Lodging Name & Address \_\_\_\_\_

Phone #: \_\_\_\_\_

Method(s) of Transportation (check all applicable, and number if >1)

( ) University Van ( ) Rental Van ( ) Rental Car ( ) Airplane

( ) Private Vehicle ( ) Bus ( ) Other (specify): \_\_\_\_\_

\_\_\_\_\_  
Safety Officer Signature

\_\_\_\_\_  
Date

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**Office use only**

**Approved** \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date