



University of Tennessee at Chattanooga

Club Sports Travel Form

This form must be turned in a **minimum of 14 days before** the date of travel.

- A Pre-Travel Meeting must be held to finalize and confirm details of the trip.

Club Information

Club Sport Name			
Destination		Purpose of Trip	
Organization Hosting Event		Name of Event	
Emergency Contact		Phone Number	

Travel Information

Method of Transportation (Personal vehicle(s), Motor Pool, Rental, etc.) <i>Attach planned route to this form. Google Maps or Mapquest is preferred.</i>					
Date Travel Begins		Est. Time of Departure		Est. Time of Arrival	
Date Travel Ends		Est. Time of Departure		Est. Time of Arrival	
Lodging		Phone			
Address					

Trip Budget Information (list expenses individually and estimated amount)

<u>Club Expenditures</u> <small>(Do Not list ineligible expenses. Food, entertainment, etc. is not eligible.)</small>		<u>Campus Rec Expenditures</u>	
Club Funds	Out-of-Pocket (Eligible, Non-Reimbursed)	Pre-Paid	Reimbursed to Club Members
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.

(Travel Roster on next page)

TRAVEL ROSTER

- List all members traveling on this trip
- The Travel Roster must initially be turned in with the Travel Form. A finalized Travel Roster must be turned in two (2) business days before the trip.
- The UTC Club Sports Coordinator must have a copy of each individual's waiver.

	Member Name	Cell Phone	UTC ID Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			