# ETSU Campus Recreation

## Sport Club Travel Form

This form must be turned in a **minimum of 2 weeks** **before** the date of travel.

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

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| **Club Information** |
| **Sport Club Name** |  |
| Destination |  | Purpose of Trip |  |
| Organization Hosting Event |  | Name of Event |  |
| Emergency Contact |  | Phone Number |  |
|  |
| **Travel Information** |
| Method of Transportation (Personal vehicle, Motor Pool, Rental, etc.)***Attach planned route to this form. Google Maps or Mapquest is preferred.*** | **Personal Vehicle** |
| 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) |
| **Club Expenditures***(****Do Not list ineligible*** *expenses. Food, entertainment, etc. is not eligible.)* | **Campus Rec Expenditures** |
| Club Funds | Out-of-Pocket (Eligible, Non-Reimbursed) | Pre-Paid | Reimbursed to Club Members |
| 1. 2. 3.4.5. | 1. 2.3.4.5. | 1. 2.3.4.5. | 1.2.3.4.5. |

 **(Travel Roster on next page)**

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**TRAVEL ROSTER**

* List all members traveling on this trip
* The Travel Roster must be turned in a minimum of 2 business days before the trip.
* The Club’s Travel binder must have a copy of each individual’s waiver

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|  | **Member Name** | **Cell Phone** | **E-Number** |
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Submit this travel form to the Campus Recreation Administrative Office, 2nd floor CPA

For more information, contact Trey Potter, 423-439-7977, or potterld@etsu.edu@etsu.edu.