

TRAVEL REQUEST

This form must be completed for each trip and submitted to the Sport Club Office
14 days prior to any club related travel.

Club: _____ Date Submitted: _____

Travel Coordinator Name: _____

Phone: _____ E-mail: _____

Trip Leader Name: *(if different than above)*: _____

Phone: _____ E-mail: _____

EVENT: _____

DAY(S) & DATE(S) OF EVENT _____
(For instance: Sat & Sun, March 5 & 6, 2011)

DESTINATION (School, City & State): _____

Trip Departure Day, Date & Time from Santa Cruz: _____
(For instance: Fri. March 4 at 4:00pm)

Trip Return Day, Date & Time to Santa Cruz: _____

Number of People Traveling _____ Number of Vehicles: _____

If there are more than 3 Vehicles, please attach a sheet of paper listing Vehicle #4, #5, etc.

Vehicle #1 - Driver Name: _____

UCSC Rec Van UCSC Fleet Services vehicle Enterprise Rental Private Vehicle

(For Office Use Only - Drive Authorization Form On File? Circle One: Yes No)

Vehicle #2 - Driver Name: _____

UCSC Rec Van UCSC Fleet Services vehicle Enterprise Rental Private Vehicle

(For Office Use Only - Drive Authorization Form On File? Circle One: Yes No)

Vehicle #3 - Driver Name: _____

UCSC Rec Van UCSC Fleet Services vehicle Enterprise Rental Private Vehicle

(For Office Use Only - Drive Authorization Form On File? Circle One: Yes No)

Travel Request (cont.)

Driving Route (*please provide detailed description or attach a map*):

YES, we plan to FLY to this event. I have attached a sheet with the following information for all team members and coaches:

- Name of Airline
- Departure Date, Time and Flight #. Include departing airport and arriving airport.
- Return Date, Time and Flight #. Include departing airport and arriving airport.

LODGING:

HOTEL Name: _____

Address: _____

Phone: (_____) _____

_____ Number of Nights Dates of Stay: _____

PRIVATE HOME - Name of host: _____

Address: _____

Phone: (_____) _____

_____ Number of Nights Dates of Stay: _____

If there is more than one private home, please attach a sheet with contact information.

Travel Coordinator Statement:

All of the information supplied above is accurate to the best of my knowledge. I understand and have informed all club members of their responsibilities while participating and competing in the event and on this trip. I pledge to exercise appropriate care and prudence while representing the club and obey all laws in order to assure club members and my safety. I have read, understood and agree to abide by the UCSC Sports Club Travel Policies. As the Travel Coordinator for my Sports Club, I understand that I am responsible for implementing the safety procedures outlined in the UCSC Travel Policies.

Travel Coordinator Signature: _____ Date: _____

Approved: _____ Date: _____ Copy to Club: _____ Copy to File _____