

Travel Request and Roster

CLUBS ARE NOT ALLOWED TO TRAVEL WITHOUT UNIVERSITY/PROGRAM APPROVAL. Your club must complete this request and receive approval from Sport Clubs Program staff prior to leaving. If a club travels without staff approval, severe penalties will be initiated (example: expulsion from the program). Be sure that all sections of this form are complete. If you have questions, do not hesitate to contact program staff (612.625.6017). This form must be completed and in the Sport Clubs Program Office at least 1 week prior to departure. Plan ahead!

Club Information	
Club Name	Club Contact
Contact Telephone	Contact Email
Today's Date	

Event Information	
Event Name	Event Location
Event Date	Event Times
Event City/State	

Housing Information	
Hotel, Motel, or Residence Name	Telephone Number

Emergency Contact Information	
How can we reach the club in case of an emergency during the trip?	
Name	Phone
Name	Phone

Transportation Information (circle all that apply)		
Rec Sports Van	Fleet Services Vehicle	Off Campus Rental Vehicle
Personal Vehicle	Charter	Other:
Airplane (Must provide Departure and Arrival – Dates, Times, Flight #'s, Destinations for each person flying in order to complete this request.)		

