# 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.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.