

Sport Club: _____	Date Submitted: _____
Event Dates: _____	Destination: _____
Lodging: _____	# of Members Traveling: _____
Lodging Address: _____	Trip Contact: _____
Lodging Phone: _____	Trip Contact Cell: _____
Lodging Fax: _____	Trip Contact Email: _____

Forms of Travel (Check all applicable boxes):

_____ Personal Vehicle _____ Plane _____ Charter Bus _____ Rental Vehicle

If Rented Vehicles: # of Cars _____ # of 7 passenger Minivans: _____

Date of Pickup: _____ Time of Pickup: _____ Date of Drop off: _____ Time of Drop off: _____

Rental to be paid for from the: State Account: _____ Club Account: _____ IF from Club Account, turn in AP9 form with this request.

Approved Driver Information:

Driver/Phone #

Driver/Phone #

Travel Budget:

Estimated Restricted Funds		Estimated State Funds		Estimated Club Funds	
Gas Expense**	\$	Gas Expense**	\$	Entry Fees	\$
Lodging Expense	\$	Lodging Expense	\$	Lodging Expense	\$
Vehicle Expense	\$	Vehicle Expense	\$	Vehicle Expense	\$
Entry Fees	\$	Entry Fees	\$	Estimated Other:	\$
Total Est. Expenses	\$	Total Est. Expenses	\$	Total Est. Expenses	\$
Cost Center:				Account Number: 9050080270	

****Gas cards will not be issued if the Travel Request form is not submitted 15 business days in advance for in-state travel and 20 business days in advance for out-of-state travel. (NOTE: FOR FY23 GAS CARDS WILL NOT BE ISSUED.)**

Please submit Itinerary and Travel Roster

Signatures	Title	Signature Date
	Assistant Director Of Sport Clubs	
	Associate Director Of Campus Rec.	

Office Use Only

- _____ SC Calendar
- _____ Travel log
- _____ Enterprise confirmation
- _____ Members Verified
- _____ Concur Travel #

Trip Itinerary

Departure from San Marcos:

Date: _____

Departure Time: _____

Arrival Time: _____

Arrival Location: _____

If traveling multiple days:

Date: _____

Departure Time: _____

Arrival Time: _____

Arrival Location: _____

While at destination:

Example	Day 1 Schedule	Day 2 Schedule	Day 3 Schedule
9 am – Arrive at Fields 10 am – Begin pool play 2 pm – Lunch break 3 pm – Bracket play 7pm – Team dinner			

Return to San Marcos:

Date: _____

Departure Time: _____

Arrival Time: _____

Arrival Location: _____

If traveling multiple days:

Date: _____

Departure Time: _____

Arrival Time: _____

Arrival Location: _____