Campus Recreation
Division of Student Affairs

University of Houston
Sport Club Program

Travel Request Form

Please attach a travel roster and have form completed and turned in 10 days prior to scheduled departure date. This includes trips that you are not requesting funds.

Sport Club: ______________________ **Date of Request:** ______________________

Club President: ______________________ **Contact # While on Trip:** ______________________

Other Club Contact: ______________________ **Contact # While on Trip:** ______________________

Event Name: ______________________ **Event Dates:** ______________________

City & State: ______________________ **Host School:** ______________________

Travel Roster: https://www.uh.edu/afb/_files/travel-roster.pdf

Number of Club Members Traveling ____________
Indicate who is traveling on the Travel Roster ***(due 10 business days prior to trip departure).***

Type of Transportation (how many cars are going): **Private Vehicle**________ **Rental Vehicle**________
Other (specify)______________________

Please attach car roster, each car must have a minimum of 4 people, the only exception is uneven # of travelers.

Do you need class excuse letters? ◯ **Yes** **No** ◯
***Please provide a roster with names and campus ID numbers.**

Is Trip Overnight? ◯ **Yes** **No** ◯

Hotel Name/Location: ______________________ (remember our Motel 6 discount)

Phone Number: ______________________

Address: ______________________

City, State & Zip: ______________________

- * Turn in copy of room assignment list 3 days prior to departure date.
- * If you are staying at a club members, family, or friends house, please fill out travel roster.

Travel Itinerary (Outline dates and times of your entire trip):

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Window for Reimbursement: For travel reimbursement put the time you left and returned to Houston, TX:

Time Left Houston, TX: ______________ am / pm Date: ______________

Estimated Time of Return: ______________ am / pm Date: ______________

Estimated Purchases from Internal Sport Clubs Account	
Estimated Airfare Expense	$
Estimated Rental Car/ University Vehicle Expense	$
Estimated Gas Expense	$
Estimated Lodging/ Hotel Expense	$
Estimated Entry/ Tounament Fees	$
Other*	$
CRec Funds Requested TOTAL	$ 0.00

Estimated Purchases from External Account (Reimbursements)	
Estimated Airfare Expense	$
Estimated Rental Car Expense	$
Estimated Gas Expense	$
Estimated Lodging/ Hotel Expense	$
Estimated Entry/ Tournament Fees	$
Other*	$
External Funds Requested TOTAL	$ 0.00

*Define Other: ____

Total Requested: $ 0.00

Does the club have money in internal account to cover? Yes No

IMPORTANT INFORMATION:

- **An approved travel authorization is required even if NO REIMBURSEMENT is needed. Please submit original of this form with all required signatures to the Sport Club Office.**
- **Seven days prior to trip departure a travel roster, room assignments, and car assignments are due to the Sport Club Office.**
- **All ITEMIZED receipts MUST be turned in within three business days following your trip by 5:00pm in the Sport Club Office. Failure to do so will result in club not being reimbursed from either account. If paid for by Sport Clubs department then $15 will be deducted from your account for each day it is not turned in.**
- **Failure to complete the travel process and receive approval could jeopardize future travel, loss of Campus Recreation funding or suspension of club.**

Office Use Only

Amount Requested: $____________________ $____________________
Internal External

SC Approval: ____________________ Date: __________ Amount Requested:$__________
Signature

CRec Approval: ____________________ Date: __________ Reference #: __________
Signature

Notes: ____

__________ Points Awarded | **Y or N** Updated | __________ Initials