

# UNIVERSITY of HOUSTON

DIVISION OF STUDENT AFFAIRS  
Campus Recreation

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: \_\_\_\_\_

Number of Club Members Traveling \_\_\_\_\_ Travel Roster: [http://www.uh.edu/afb/docs/Travel\\_Roster.pdf](http://www.uh.edu/afb/docs/Travel_Roster.pdf)  
Indicate who is traveling on the Travel Roster (due 7 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: \_\_\_\_\_

| <i>Estimated Purchases from Internal Sport Clubs Account</i> |          |
|--|----------|
| Estimated Airfare Expense                                    | \$ _____ |
| Estimated Rental Car/ University Vehicle Expense             | \$ _____ |
| Estimated Gas Expense  | \$ _____ |
| Estimated Lodging/ Hotel Expense                             | \$ _____ |
| Estimated Entry/ Tounament Fees                              | \$ _____ |
| Other*   | \$ _____ |
| <b>CRec Funds Requested TOTAL</b>                            | \$ _____ |

| <i>Estimated Purchases from External Account (Reimbursements)</i> |          |
|---|----------|
| Estimated Airfare Expense   | \$ _____ |
| Estimated Rental Car Expense                                      | \$ _____ |
| Estimated Gas Expense   | \$ _____ |
| Estimated Lodging/ Hotel Expense                                  | \$ _____ |
| Estimated Entry/ Tournament Fees                                  | \$ _____ |
| Other*  | \$ _____ |
| <b>External Funds Requested TOTAL</b>                             | \$ _____ |

\*Define Other: \_\_\_\_\_

**Total Requested: \$ \_\_\_\_\_**

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.

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|----------------------------|--|
| <i>Office Use Only</i>     |  |
| Amount Requested: \$ _____ | \$ _____                               |
| Internal                   | External                               |
| SC Approval: _____         | Date: _____ Amount Requested: \$ _____ |
| Signature                  |  |
| CRec Approval: _____       | Date: _____ Reference #: _____         |
| Signature                  |  |
| Notes: _____               |  |

|                |         |          |
|----------------|---------|----------|
| _____          | Y or N  | _____    |
| Points Awarded | Updated | Initials |