Travel Request Form

General Information

Club Name: ___________________________  Date of Trip: ______________________
Cell Phone: ___________________________  Email: ___________________________

Destination Information

Name of Event: ______________________  School/Location: ______________________
Address: ______________________________  City, State Zip: ______________________
Type of event:
  ___ Scrimmage/ Practice  ___ Non-League Game/Tournament
  ___ League Tournament  ___ Other (please specify): ____________________________

Event Information

Host Contact Info
  Name: ___________________________  Phone Number: _________________________
  Email: ___________________________
Entry Fee: $ __________.______  Event Date(s): ______________________
Departure Date: ____/____/____  Departure Time: _______ am/pm
Return Date: _____/_____/_____  Return Time: __________ am/pm

Transportation Infraction (check all that apply)

  ___ Personal Vehicle(s)  ___ University Vehicle(s)*
  ___ Rental Vehicle(s)*  Company: ___________________________________________
  ___ Charter Bus*  Company: ___________________________________________
  ___ Air*  Airline: ______________________  Flight No. ___________
  ___ Other (please specify): __________________________________________

Approx. Miles from MSU ($0.555 per mile) _________ miles
Approx. Travel Time: ___________  Estimated Cost (per vehicle) $___________

*DO NOT reserve any rented vehicles, buses, or airline tickets before receiving approval for travel*
Lodging Information

__ No Lodging required (day trip) __

__ Hotel/Motel __
Name: ____________________
Phone: ________________
Address: __________________________
City, State Zip: _____________________________
Number of nights: _______ Estimated Cost: $__________

__ Attached is a TR1 completed form __

*NOTE: All traveling required overnight lodging should be submitted at least THREE (3) WEEKS in advance in order to allow for processing*

Traveling Members

As Trip Leader, I understand that I am responsible for guiding my club’s actions on this trip.

Trip Leader Name: __________________________ Age: _______
Signature: __________________________ Date: ___/___/___

As traveling members of a Club Sport at Montclair State University, I understand that:
My actions do not only represent myself and my club, but also Montclair State University as a whole.
My actions on this trip shall be guided by the policies set forth in the Club Sports Handbook.
While traveling all MSU students must adhere to the Montclair State University Student Code of Conduct.

*Please check box for all members driving on the trip*

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*Any Forms not submitted on time will not be accepted and will not be reimbursed.*

### Club Sports Staff

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<tr>
<th>Club Sports Staff Name: ______________________________</th>
<th>Date Received: <em><strong>/</strong></em>/___</th>
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<th>Coordinator of Intramural and Club Sports: ______________________________</th>
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- _____ Approved  
- _____ Denied

Notes:

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________