

## APPENDIX Q

### UNIVERSITY OF ROCHESTER CLUB SPORTS PROGRAM

#### TRAVEL ITINERARY

<b>Club Sport</b>	<hr/>	<b>Date Submitted</b>	<hr/>
Destination	<hr/>	Opponents	<hr/>
Type of Competition	<hr/>	Date of Event	<hr/>
Departure Date	<hr/>	Time	<hr/>
Return Date	<hr/>	Time	<hr/>
Club Officer in Charge	<hr/>	Phone	<hr/>
Contact Person at Destination	<hr/>	Phone	<hr/>

#### Overnight Lodging:

Date	<hr/>	Location	<hr/>	Phone	<hr/>
Date	<hr/>	Location	<hr/>	Phone	<hr/>
Date	<hr/>	Location	<hr/>	Phone	<hr/>

#### Method of Travel:

1. If traveling by private vehicle(s), please complete the following:

<u>Car Owner</u>	<u>Address</u>	<u>Phone #</u>	<u>Vehicle Type</u>	<u>Car License</u>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

2. If traveling by rental vehicle(s), please complete the following:

**\*Be sure to read carefully the terms of the Rental Agreement before using the vehicle.**

<u>Rental Company</u>	<u>Phone Number</u>	<u>Type of Vehicle(s)</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

3. If traveling air, please complete the following:

	<u>Air Carrier</u>	<u>Flight Number</u>
Departing Flight	<hr/>	<hr/>
Returning Flight	<hr/>	<hr/>
Departing Flight	<hr/>	<hr/>
Returning Flight	<hr/>	<hr/>

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### LIST OF CLUB MEMBERS AND COACHES TRAVELING

List those club members and coaches going on the trip (designate drivers with an asterisk next to the person's name). Members with poor driving records (two or more traffic tickets, accidents, etc.) should not be allowed to drive. Only those individuals who are listed on the club **MEMBERSHIP ROSTER** and who have a completed **STATEMENT OF RISK & LIABILITY FORM** on file in the Club Sport Office are eligible for the trip. **THIS APPLICATION WILL NOT BE APPROVED WITHOUT A COMPLETE LIST.**

1. _____	13. _____	25. _____
2. _____	14. _____	26. _____
3. _____	15. _____	27. _____
4. _____	16. _____	28. _____
5. _____	17. _____	29. _____
6. _____	18. _____	30. _____
7. _____	19. _____	31. _____
8. _____	20. _____	32. _____
9. _____	21. _____	33. _____
10. _____	22. _____	34. _____
11. _____	23. _____	35. _____
12. _____	24. _____	36. _____

Club Sports Officer Signature \_\_\_\_\_ Title \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Club Sport Program Staff Signature \_\_\_\_\_

Notes: Form must be turned in a week before travel.

Contact Person at Destination is a person at the place you are going for event, and is not a club member.

Club Officer in charge must be someone who is going on the trip.