

UNIVERSITY OF ROCHESTER CLUB SPORTS PROGRAM

TRAVEL ITINERARY

Club Sport _____ Destination _____ Type of Competition _____ Departure Date _____ Return Date _____ Club Officer in Charge _____ Contact Person at Destination _____	Date Submitted _____ Opponents _____ Date of Event _____ Time _____ Time _____ Phone _____ Phone _____
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Overnight Lodging:

Date _____	Location _____	Phone _____
Date _____	Location _____	Phone _____
Date _____	Location _____	Phone _____

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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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>
_____	_____	_____
_____	_____	_____

3. If traveling air, please complete the following:

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

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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.