



San Francisco State University Sport Clubs Travel Request/Approval Form

Sport Club Name: _____ Trip Leader: _____

| | |
|-------------------------------------------|------------------------------------------------------------------------------------------|
| Trip Destination: _____ _____ _____ | Departure Date: __/__/__ Time: __:__.M. _____ Return Date: __/__/__ Time: __:__.M. |
|-------------------------------------------|------------------------------------------------------------------------------------------|

| Duration: | Method of Travel: |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Day Trip <input type="checkbox"/> Over Night <input type="checkbox"/> Multiple Days/Nights (specify) _____ | <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> Other _____ <input type="checkbox"/> Charter Bus |

Trip Attendance

List all registered Sport Club Members, Coaches, & Advisors who will be traveling with the club on this trip.

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

Trip Leader Signature: _____ Date Submitted: _____

Department Use Only

| | |
|--------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Approved: | <input type="checkbox"/> Disapproved: |
| <input type="checkbox"/> University Non-Approved | Reason: _____ |
| <input type="checkbox"/> University Approved | |

(If your trip is University Approved, proceed with completing other necessary documentation.)

Administrator Signature: _____ Date: _____