



**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.

<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