

UIC SPORT CLUB TRAVEL REQUEST

(DUE PRIOR TO TRAVEL)

CLUB NAME: _____

Officer Submitting Form: _____ Phone number: _____

Signature: _____ Date Submitted: _____

Purpose and/or Name of Event: _____

Location of Event (address): _____

Date of Event: _____ Number of people traveling: _____

Transportation

Time/Date of Departure: _____

Time/Date of Return: _____

Round Trip Mileage: _____

Type of transportation (check all that apply):

- Rental Vans/Cars
- Commercial Bus
- Airline Flight number: _____
- Private Vehicles – Fill out second page of Travel Request

Lodging

Location (name and address): _____

Confirmation Number (s): _____

Number of Rooms: _____ Phone Number: _____

Fax Number: _____ Put on university card: Y N

(Note you must have funds in your account with Campus Recreation in order to use University Card)

LIST OF TRAVELING MEMBERS

(Members must be on official roster and have signed a liability waiver).

	First Name	Last Name		First Name	Last Name
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			24		
11			26		
12			27		
13			28		
14			29		
15			30		

