Peparture Date Return Date Pate funds needed Return Date Intercollegiate Athletic Teams Other Student Groups Intercollegiate Athletic Teams Other Student Groups Type Traveler Number in Party Type Traveler Number in Party toaches Faculty/staff itudent Athletes Students rainers Other* thletic Admin Total Total Total	eam/Student Group			
Date funds needed	Purpose of trip			
Type Traveler Number in Party Type Traveler Number in Party Coaches Faculty/staff	Departure Date		Return Date	
Intercollegiate Athletic Teams Other Student Groups Type Traveler Number in Party Type Traveler Number in Pa Coaches Faculty/staff Students Students Student Athletes Other * Other * Other * Total Total Total Total Estimated Costs Expense To Be Paid By Method Other Anticipated	Date funds needed		_	
Type Traveler Number in Party Type Traveler Number in Party Coaches Faculty/staff	Travel Party (should be r	econciled to hotel re	ceipts and other documents	;)
Coaches Student Athletes Trainers Athletic Admin Other * Total Total Total Estimated Costs Total Estimated By Method Other Anticipated	Intercollegiate Athletic Teams		Other Student Groups	
Student Athletes Students Other* Other* Total Total Estimated Costs Expense To Be Paid By Method Other Anticipated	Type Traveler	Number in Party	Type Traveler	Number in Party
Trainers Other* Other* Total Total Total Expense To Be Paid By Method Other Anticipated	Coaches		Faculty/staff	
Athletic Admin Dther * Total Total Total Estimated Costs Expense To Be Paid Total Estimated By Method Other Anticipated	Student Athletes		Students	
Total Total Estimated Costs Expense To Be Paid Total Estimated By Method Other	rainers		Other*	
Total Total Estimated Costs Expense To Be Paid Total Estimated By Method Other Anticipated	Athletic Admin		_	
Estimated Costs Expense To Be Paid Total Estimated By Method Other Anticipated	Other *		_	
Expense To Be PaidTotal EstimatedBy Method OtherAnticipated	Total		Total	
Total Estimated By Method Other Anticipated	Estimated Costs			
	Lotimated Coolo		Expense To Be Paid	
Expense Than Cash Cash Requir			Expense to be tald	
		Total Estimated	•	Anticipated

	Expense	I nan Cash	Cash Required
Transportation			
Private vehicle			
Bus			
Airline			
Car Rental			
University Vehicle			
Accommodations			
Hotel			
	(of day x	daily rate xnumber of rooms)	
<u>Meals</u>			
Group			
Individual			
	(per day x	# of people x# of days)	
<u>Other*</u>			
		Total travel advance requested	
* Provide explanation on separat	e sheet of paper		
Approvals	Note - This fo	rm to be used only for athletic team o	or student group travel
Coach/Sponsor		Date	-
Athletic Director/Administrator		Date	
Other		Date	