



**Sport Club Program**

**REQUEST FOR NATIONAL TRAVEL FORM**

**Please be thorough and specific. Use the back of the form if necessary.**

Name \_\_\_\_\_ Club \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates Traveling \_\_\_\_\_ Destination \_\_\_\_\_

Name and Sponsor of Event \_\_\_\_\_

(no abbreviations!)

Number of Participants Traveling \_\_\_\_\_ \*Please Turn in a Participant List with This Form.

**TOTAL COST OF TRAVEL FOR THE TRIP:**

**AIRFARE:** Cost of round trip travel from Dallas to destination per person (Provide a printed copy if using internet to research prices or have the travel agency fax the info. to Rec. Sports; (940) 565-4569.)

\*Please note if club members are traveling from multiple destinations this must be pre-approved by Rec. Sports.

Cost per ticket \$ \_\_\_\_\_ x # of Club Members Traveling \_\_\_\_\_ =  
\$ \_\_\_\_\_

**CAR RENTAL:** Cost per day plus any additional charges. A written estimate must be included with this form. If the reservation is done by phone, have an estimate faxed to Rec. Sports (940) 565-4569.

Cost per day \$ \_\_\_\_\_ x # of Days \_\_\_\_\_ = \$ \_\_\_\_\_

Additional costs and explanation of each charge \_\_\_\_\_

**LODGING:**

# of Male Members traveling \_\_\_\_\_ # of Female Members Traveling \_\_\_\_\_

Cost per night \$ \_\_\_\_\_ x # of Rooms x # of Nights \_\_\_\_\_ = \$ \_\_\_\_\_

State Hotel Tax: \_\_\_\_\_ % x Total Hotel Cost \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total: \_\_\_\_\_ = \$ \_\_\_\_\_

**ENTRY FEES:**

Team Entry Fee: \$ \_\_\_\_\_

Individual Entry Fees must be broken down on a separate sheet.

\*\*Please keep in mind that National Travel must be pre-approved by the Sport Club Budget Committee. There is much more information and research required to complete this process. All of the paperwork must be coordinated and completed **TWO MONTHS PRIOR** to the date the travel advance is needed.