



Stephen F. Austin State University Sport Club Program Travel Request Form

Please have form completed and turned in 10 business days prior to scheduled departure date. This includes trips for which you are not requesting funds.

Sport Club: _____	Date of Request: _____
Club Contact: _____	Contact # While on Trip: _____
Event Name: _____	Event Dates: _____
City & State: _____	Host School: _____

Do you need class excuse letters? Yes No ****Please complete Class Excuse Request**

Is this trip overnight? Yes No **** If yes, please indicate where you will stay on Travel Roster**

Travel Roster is due three business days prior to scheduled departure date.

Travel Itinerary (Outline dates and times of your entire trip):

Window for Reimbursement: For travel reimbursement put the time you will leave and return to Nacogdoches:

Estimated time of departure from Nacogdoches: _____ am/pm Date: _____

Estimated time of return to Nacogdoches: _____ am/pm Date: _____

Estimated Purchases from Internal Account		Estimated Purchases from External Account	
Estimated Airfare Expense:		Estimated Airfare Expense:	
Estimated Rental Car/University Vehicle Expense:		Estimated Rental Car Expense:	
Estimated Gas Expense:		Estimated Gas Expense:	
Estimated Lodging Expense:		Estimated Lodging Expense:	
Estimated Entry Fee:		Estimated Entry Fee:	
Other**:		Other**:	
Internal Funds Requested Total:		External Funds Requested Total:	

** Define Other: _____

Total Funds Requested: \$ _____

Amount Requested: \$ _____ \$ _____ \$ _____

Internal External Gift

SC Approval: _____ Date Approved: _____

CRec Approval: _____ Date Approved: _____ R#: _____

Notes: _____

Points Awarded: _____

Updated: Y or N

Staff Member: _____