Travel Information Log

General Information

Club:	**President:** **Phone:**	**Coach:** **Phone:**
Departure Date: **Return Date:**	**Purpose of Trip:**	
Lodging Information: **Phone Number:**		
Destination:	**Route:** *Attach goggle map directions*	
Mode of Transportation (circle): ***Automobile** **Train** **Bus** **Airplane** ***Attach roster sheet for members traveling, include name and student id*** **Personal vehicle information fill section below and provide information regarding passenger list.*		

Personal Vehicle Information

Driver's Name:				
Vehicle Information:	**Plate #:**	**Model:**	**Year:**	**Color:**
Photocopies of Following:	**□Driver's License**	**□Insurance Card**	**□Vehicle Registration**	

Personal Vehicle Information-Additional

Driver's Name:				
Vehicle Information:	**Plate #:**	**Model:**	**Year:**	**Color:**
Photocopies of Following:	**□Driver's License**	**□Insurance Card**	**□Vehicle Registration**	

Competition Site Information

Venue:	**Venue Address:**
Competition Site Contact Name:	**Site Contact Number:**
Team Emergency Contact:	**Phone Number:**

Club President Signature **Date**	**Club Coach Signature** **Date**
Club Advisor Signature **Date**	**Sport Club Coordinator (Rhonda Powers)** **Date**

NOTE: In addition to this document, please attach a list of the names and ID numbers of the members traveling. Furthermore, an Institutional Excuse Request Form must be completed through Student Life two (2) weeks before travel date and has been signed/stamped by the department.