

RECREATIONAL SPORTS

**UNT**

EST. 1890

***REQUEST TO TRAVEL FORM***

Name of Sport Club \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_  
(City & State) (From the day you leave until the day you will be returning)

Purpose of Travel: to compete in the \_\_\_\_\_  
 \_\_\_\_\_  
(Include the name of the tournament and any sponsoring organizations, DO NOT USE abbreviations)

\_\_\_\_ Travel Advance Amount \$ \_\_\_\_\_  
 \_\_\_\_ Travel Reimbursement Amount \$ \_\_\_\_\_  
 \_\_\_\_ Allocated Account (160720-200-880002-500-3211) Amount \$ \_\_\_\_\_  
 \_\_\_\_ Rollover Account (160720-202-885000-500-3211) Amount \$ \_\_\_\_\_

Estimated Cost	Calculations	Totals
Entry Fee		
Transportation	# of cars ___ x ___ miles x 2 x \$.20	
Lodging	# of Rooms ___ x ___ nights x \$120.00	
Other		
Total Cost		

Please provide your availability to meet and complete the reimbursement paperwork after the trip:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-10:00am					
10:00am-11:00am					
11:00am-12:00pm					
12:00pm-1:00pm					
1:00pm-2:00pm					
2:00pm-3:00pm					
3:00pm-4:00pm					
4:00pm-5:00pm					
5:00pm-8:00pm					

The best time to meet would be: Day: \_\_\_\_\_ Time: \_\_\_\_\_