



EASTERN KENTUCKY UNIVERSITY
2007-2008 SPORT CLUBS
TRAVEL REQUEST FORM

This form must be submitted to the Sport Club Office **at least 48 hours** prior to travel taken by your club.

Club name: _____

Name of individual completing form: _____

Phone: _____ E-mail: _____

If you will need class excuses, please submit this trip request at least one week prior to the date that the excuses will be needed.

Class Excuses needed? Yes No Date Needed: _____

EVENT INFORMATION

Event name: _____

Type of event: _____

Location (include city, state, venue, etc): _____

Date(s) of Event: _____

Contact Person On-Site: _____ Phone: _____

Lodging: _____ Phone: _____

TRAVEL INFORMATION

Departure from Richmond

Date & Time departing Richmond: _____

Date & Time arriving at destination: _____

Description of travel route (include map if possible): _____

Description of scheduled stops (include overnight lodging information while en route):

Return trip to Richmond

Date & Time of departure: _____

Date & Time of arrival: _____

Description of travel route (include map if possible): _____

Description of scheduled stops (include overnight lodging information while en route):

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