

## Club Sport Trip Request

This form must be submitted to the Club Sport Office **at least 48 hours** prior to travel taken by your club. Once all information has been completed on this form, please turn it in to the Club Sport Office.

Club name: \_\_\_\_\_

Name of individual completing form: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **EVENT INFORMATION**

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Event name: \_\_\_\_\_

Type of event: \_\_\_\_\_

Location (*include city, state, venue, etc*): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Contact Person for Trip: \_\_\_\_\_ Phone: \_\_\_\_\_

Lodging: \_\_\_\_\_ Phone: \_\_\_\_\_

### **TRAVEL INFORMATION**

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#### **Departure from New Orleans**

Round Trip mileage: \_\_\_\_\_

Date & Time departing New Orleans: \_\_\_\_\_

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 New Orleans**

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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