

**Longwood University
Club Sports Travel Authorization**

Club _____

Destination _____ Date _____

Purpose _____

Leaving _____ Returning _____

Method of Travel _____

Lodging _____

Contact Person at Travel Site _____

Please list all traveling club members, advisors and guests.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Use reverse if more room is needed) * **Members driving**

FUNDING BREAKDOWN

Gas or vehicle cost _____

Lodging _____

Registration Fees _____

Meals _____

Other (list) _____

Signature of Person Filing the Itinerary _____ Date _____

_____ Campus Recreation Use _____

Date received _____ Initial _____

Travel: Approved _____ Unapproved _____

Club notified _____ Initial _____