Team Travel Authorization

COACH: This form must be completed in its entirety and submitted to the Compliance Office at least 48 hours prior to departure. You must attach a list of the entire travel party and a travel itinerary.

16.8.1.2.1 Departure/Return Expense Restrictions.
An eligible student-athlete may receive actual and necessary travel expenses to represent the institution in athletics competition, provided the student-athlete departs for the competition no earlier than 48 hours prior to the start of the actual competition and remains no more than 36 hours following the conclusion of the actual competition even if the student-athlete does not return with the team. *(Revised: 1/10/91 effective 8/1/91)*

Competition/Travel Details:

Sport _____ Head Coach _____

Date(s) of Competition _____ Opponent/Event _____ City/State of Competition _____

Date/Time of Departure from Campus _____ Date/Time of Return _____ Number of Class Days Missed _____

Mode of Transportation:

- ☐ UNI Van
- ☐ Rental Van from _____
- ☐ Commercial Bus from _____
- ☐ Airplane _____ Departure City _____
- ☐ Other (please explain) _____

Lodging:

Hotel Name _____ City/State _____ Phone # _____ Fax# _____

Total Number in Travel Party:

_____ (include student-athletes, coaches, trainers, managers, staff, and anyone else traveling)

PLEASE PRINT NAMES OF TRAVEL PARTY ON REVERSE OR ATTACH A LIST OF TRAVEL PARTY

_____ _____
Signature of Head Coach Date

_____ _____
Signature of Compliance Office Date

Compliance Use Only
- ☐ S-As eligible?
- ☐ Within 48 hrs?

Date Received:_____

Official Travel Party

Sport: **Date:**

Location: **Contact Person:** **Phone:**

Use additional sheets if needed.

Team Travelers

Coaching Staff

Other UNI Personnel

Guests & Business Purpose -

Notify all non-paying guests that the trip may be considered a taxable benefit therefore they may receive a 1099 Tax Form at the end of the year.