TRAVEL INFORMATION SHEET

Sport_________________________________  Date_________________________

Head Coach/Operations Dir. Signature ______________________________________

Reason for Travel:  _____  Team Travel

_____  Professional Development

_____  Official Visit (List PSAs and Hosts Below in Description)

_____  Recruiting Travel

If Recruiting or Professional Development Coach or Staff Member Traveling ___________________________

Dates of Travel  __________________________________________________________

Estimated or Approved Cost of Travel __________________________

Description of Travel  ____________________________________________________________

____________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

1.  Signature of Sr. Assoc AD-Internal Ops_________________________  Date____________

2.  Signature of Sr. Assoc AD-Compliance_________________________  Date____________

3.  Signature of Sport Administrator _____________________________  Date____________

4.  Signature of Department Head (If necessary)___________________  Date____________

5.  Signature of Athletic Dept. CFO (If necessary)_________________  Date____________

6.  Signature of Director of Athletics (If necessary)________________  Date____________