

## **Travel Approval Packet**

For a club to be approved for travel to an off campus practice, event or competition, Trip Leader must complete the following steps.

- 1. Fill out this entire packet accurately and thoroughly.**
- 2. Turn in the packet to the sport clubs supervisor or coordinator no later than 5 business days before the travel date.**
- 3. Trip Leader will be contacted regarding approval or denial of the trip.**
- 4. Please attach additional sheets if needed in regards to the trip**

**\* All policies must be followed on any trip through Sport Clubs. Remember that you are a representative of California State University, San Bernardino while travelling.**

**CSUSB SPORT CLUBS  
TRAVEL ITINERARY/ROSTER**

(Application must be submitted 5 working days before date of trip)

Club Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Team/Requestor: \_\_\_\_\_

Trip Purpose: \_\_\_\_\_

Coach-Cell Phone#: \_\_\_\_\_ Captain-Cell Phone#: \_\_\_\_\_

Destination: \_\_\_\_\_ Opponent (name): \_\_\_\_\_ Phone: \_\_\_\_\_

Departure Day: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Return Day: \_\_\_\_\_ Date: \_\_\_\_\_ Hour (est): \_\_\_\_\_

Coaches accompanying team: \_\_\_\_\_

Route Club is traveling (Directions):  
\_\_\_\_\_  
\_\_\_\_\_

**If overnight trip, list information of team location (Hotel, local resident):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Transportation:     Rental Vehicle/s     Private Vehicle/s     Other (explain): \_\_\_\_\_

*Note: All drivers of commercial or private vehicles must have the following minimum insurance coverage:*

**\$ 15,000 - Personal injury to, or death of, one person**

**Plus**

**\$ 30,000 for injury to, or death of, two or more persons in one accident**

**Plus**

**\$ 5,000 for property damage**

*The driver of a vehicle assumes any and all responsibility for any and all moving and parking violations.*

(Continued)



## Transportation Manifest

Club Name: \_\_\_\_\_ Trip Leader: \_\_\_\_\_

Trip Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

**Type of transportation (check all that apply):**

Personal Vehicle     Rental Vehicle     Charter Bus     Airline     Other

- All drivers must possess a valid California Driver's License.
- All vehicles must be insured.
- Drivers of rental vehicle paid for with team funds, OR drivers who are reimbursed for gas for transportation **MUST** have taken Defensive Driver Training.
- No 15-passenger vans may be used for club travel.

**Driver/Passenger Lists:**

<p><b><u>Vehicle 1</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>	<p><b><u>Vehicle 2</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>
<p><b><u>Vehicle 3</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>	<p><b><u>Vehicle 4</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>
<p><b><u>Vehicle 5</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>	<p><b><u>Vehicle 6</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>
<p><b><u>Vehicle 7</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>	<p><b><u>Vehicle 8</u></b> Type:    <input type="checkbox"/> personal    <input type="checkbox"/> rental Drivers: _____ _____ Passengers: _____ _____</p>

Trip Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_