

Athletic Department Travel Authorization

Trip No

Contact Information

Sport	Coach	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Itinerary – Check the box that matches your travel type

<input type="checkbox"/> < IPFW Team Travel* † ‡	<input type="checkbox"/> < Recruiting Travel*	<input type="checkbox"/> < Individual Travel	<input type="checkbox"/> < Visiting Team Travel
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*requires NCAA compliance office approval †By checking this box, I affirm that travel will begin no earlier than 48 hours prior to the start of the actual contest for any regular season and conference championship competition. ‡Include opponent's University/College in Special Instructions below

Times – These times are estimates. Actual times are required for reimbursement upon return

	Date	Time
Depart	<input type="text"/>	<input type="text"/>
Return	<input type="text"/>	<input type="text"/>
Actual Recruiting Date(s)	<input type="text"/>	<input type="text"/>

Destinations – Please include all cities and states

Date	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Transportation – If you require transportation, please note which type and whether you are reserving it, or if the Business Office is

Transportation Requirements			
Bus Transportation		Air Transportation	
<input type="text"/>		<input type="text"/>	
Rental Vehicles		University/Fleet Vehicles	
Agency <input type="text"/>	Biz. Ofc. Request? (Y/N) <input type="text"/>	<input type="text"/>	
Lodging		Miscellaneous	
<input type="text"/>		<input type="text"/>	

Special Instructions – Include any additional notes here - **For Team Travel, please list the opponent's University/College**

Recruiting – Please list the name of your recruit (where available) and whether other coaches are recruiting during the same period

Name of Recruit(s)	Other Coaches Recruiting	Days Allowed	Days Used
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signatures – Compliance signatures are only required for recruiting and team travel requests

	Signor	Signature	Date
Approval Requested	Coach	<input type="text"/>	<input type="text"/>
NCAA Compliance <small>(team and recruiting only)</small>	NCAA Compliance Officer	<input type="text"/>	<input type="text"/>
Approved	Athletic Business Office	<input type="text"/>	<input type="text"/>

Travel Party				
Name	Function	Name	Function	
1			2	
3			4	
5			6	
7			8	
9			10	
11			12	
13			14	
15			16	
17			18	
19			20	
21			22	
23			24	
25			26	
27			28	
29			30	
31			32	
33			34	
35			36	
37			38	
39			40	

Rooming List					
Room	Name	Name	Room	Name	Name

Additional Notes and/or Instructions