

USA Team and Student Group Travel Advance Form

Team/Student Group _____
 Purpose of trip _____

 Departure Date _____ Return Date _____
 Date funds needed _____

Travel Party (should be reconciled to hotel receipts and other documents)

Intercollegiate Athletic Teams		Other Student Groups	
Type Traveler	Number in Party	Type Traveler	Number in Party
Coaches	_____	Faculty/staff	_____
Student Athletes	_____	Students	_____
Trainers	_____	Other*	_____
Athletic Admin	_____		
Other *	_____		
Total		Total	
_____		_____	

Estimated Costs

	Total Estimated Expense	Expense To Be Paid By Method Other Than Cash	Anticipated Cash Required
<u>Transportation</u>			
Private vehicle	_____	_____	_____
Bus	_____	_____	_____
Airline	_____	_____	_____
Car Rental	_____	_____	_____
University Vehicle	_____	_____	_____
<u>Accommodations</u>			
Hotel	_____	_____	_____
	(_____ of day x _____ daily rate x _____ number of rooms)		
<u>Meals</u>			
Group	_____	_____	_____
Individual	_____	_____	_____
	(_____ per day x _____ # of people x _____ # of days)		
<u>Other*</u>			
	_____	_____	_____
Total travel advance requested			

* Provide explanation on separate sheet of paper

Approvals

Note - This form to be used only for athletic team or student group travel

Coach/Sponsor _____	Date _____
Athletic Director/Administrator _____	Date _____
Other _____	Date _____

