

University of West Florida Recreation

Sport Club Travel Follow-Up Form

Sport Club:

Date Received:

(Office Use)

Please submit this form to the Competitive Sports Office no later than the Wednesday after trip return. All necessary itemized receipts must be included in addition to any change from a cash advance.

Trip Information--Please complete every area

Main Contact:

Phone Number:

Address:

Nautilus Card #:

Check box if the member has received reimbursements before

Trip Highlights (placing, awards, outcome, etc.)

What about the trip could of gone better?

Destination:

Departure Date:

Departure Time:

Mileage from Pensacola to Destination:

Return Date:

Return Time:

Transportation- Choose all that apply

Personal Vehicle(s)

Driver:

Tag #:

Starting Mileage:

Ending Mileage:

Driver:

Tag #:

Starting Mileage:

Ending Mileage:

Driver:

Tag #:

Starting Mileage:

Ending Mileage:

Rental Vehicle

Driver:

Tag #:

Starting Mileage:

Ending Mileage:

Driver:

Tag #:

Starting Mileage:

Ending Mileage:

Other

Description:

Funding- Give amount for those of which SGA-allocated funds were spent

Vehicle:

Receipt Included

Lodging Total:

Receipt Included

of Rooms:

of Nights:

Registration:

Receipt Included

Gas:

Receipt Included (w/ tag # identified on each)

Other:

Receipt Included

Other:

Receipt Included

Total Spent w/ SGA-Allocated Funds:

Total Reimbursement Needed:

Total Cash Advance Spent:

*All itemized receipts must be attached to this form when submitted.