

Mandatory Travel Form



The mandatory travel form must always be completed ~~only~~ **forty** (48) hours before any Sport Club travels to any away events. The information is significant in regards to WIU insurance purposes. It is important that the information ~~be~~ **be** complete and thorough. Reimbursements will be held until the proper forms are completed.

Sport Club Name: _____ Today's Date: _____

Name of WIU Sport Club Contact: _____ Phone Number: _____

Advisor to Club _____ Campus Phone: _____

Opposing School Contact Name: _____ Phone Number: _____

Name of Event/ Opponent: _____ Date/Time of Event: _____

Trip Itinerary: (Departure time/date, arrival time, scheduled stops etc. **BE SPECIFIC!**)

Names, Cell Phone Number (if possible and Student ID # of Students Traveling:

1. _____ 2. _____

PH: _____ PH: _____

ID: _____ ID: _____

Emergency Contact (w/ phone number): _____ Emergency Contact (w/ phone number): _____

3. _____ . 4 _____

PH: _____ PH: _____

ID: _____ ID: _____

Emergency Contact (w/ phone number): _____
Emergency Contact (w/ phone number): _____

5. _____ . 6 _____

PH: _____ PH: _____

ID: _____ ID: _____

Emergency Contact (w/ phone number): _____
Emergency Contact (w/ phone number): _____

7. _____ . 8 _____

PH: _____ PH: _____

ID: _____ ID: _____

Emergency Contact (w/ phone number): _____
Emergency Contact (w/ phone number): _____

9. _____ . 10 _____

PH: _____ PH: _____

ID: _____ ID: _____

Emergency Contact (w/ phone number): _____
Emergency Contact (w/ phone number): _____

11. _____ 2. __w [()11()11()11()11()]TJ 0 T _____ 39s-2

ID: _____ ID: _____ 3 _____

Emergency Contact (w/ phone number):

Emergency Contact (w/ phone number):

Please list addition members travelling on a separate sheet and attach to this form

Name of Potential Drivers and driver License Number: (Note all potential drivers have turned in a photocopy of their driver's license and proof of insurance before driving)

1. _____