



Travel Guidelines

General

- Travel (away competitions or events) schedules must be submitted to the Competitive Sports Office two weeks prior to the first competition (home/away). Away competitions/events are defined as any competition or event that is not at the defined "home" location.
- Travel includes, but is not limited to, joint practices, sanctioned (game) and unsanctioned (scrimmage) competitions, performances, team bonding, off campus practices, and trips.
- Note: In order to be allowed to spend money on a trip, the club must submit a travel request explaining those expenses at least one week prior to travel. If not turned in on time, the club may have to pay for the trip out of their personal expenses, may not be allowed to travel, or other consequences.

Prior to travel

- Submit Travel schedule at least 2 weeks prior to first event
- Fill out a Travel Request at least one week before the club intends to leave (If the club is flying, allow 30 days). Only club members are eligible for travel.
 - The Competitive Sports Office will check their files to be sure that all who are traveling are members of the team with the proper paperwork completed. An email informing the club of any members whose paperwork is not completed will be emailed as soon as possible.
 - If the Competitive Sports Office does not have Membership and Consent forms on file, the player has not paid dues, or if a player or coach is driving, the appropriate forms must be provided to the Competitive Sports Office before the club leaves or that player will not be allowed to travel with the team. If that player does travel or attend the event when not unauthorized to do so, the team may be assessed up to a \$600 fine.

Travel Binder

- A binder must be picked up prior to travel
 - All receipts from the trip are kept in this binder
 - Proof of payment and detail must be shown
 - May need to provide 2 receipts
 - Must sign all receipts
 - Purchases on a trip must be Tax Exempt, if in Utah
 - Binder is due completed and with all documentation 3 days from date of return.

Travel Purchases

- All purchases must be approved prior to travel
- If a particular item such as hotel, entry fees, etc is going to be over \$1500, a requisition is required prior to travel.
 - The sooner you submit a travel request, the easier the travel will be.