

University of Windsor Lancers Major Exhibition Travel Approval Form



Team travel plans for major exhibition trips or training camps requires the approval of Athletics & Recreational Services senior staff. This form is to be used as a tool for coaches to assemble all of the data and information required by senior staff to assess / approve the planning for major travel.

Trip Information:

Team:		Destination:	
Departure Date:		Return Date:	
Travel Mode: (carrier if applicable)		Accommodations: (address / phone)	
Competition Dates:		No. of Competitions:	
Pre-Event Practice Dates:		No. of Pre-Event Practices:	

Note: For travel by commercial carriers please append your trip itinerary including flight numbers.

Contract Information:

Has a contract been signed for this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dollar value of cash guarantee:		
Other items guaranteed (e.g. meals / accommodation / travel)		

Budget Information:

Expenditure	Air Travel Bus Travel Vehicle Rental Accommodations Meals Other Other Other Total
Revenue	Sponsorship Fundraising Guarantee Other Other Other Total
Net Profit (Loss)	

Please provide details of all fundraising events, sponsorship plans, or donations in support of this travel in the space provided on the following page.

Sponsorship Outline:

Sponsor Name	Sponsorship Amount	Details

Donor Outline:

Donor Name	Sponsorship Amount	Details

Fundraising Event Outline:

Event Name / Date	
Expenditure	
	Total
Revenue	
	Total
Net Profit (Loss)	

Athlete Considerations:

Please estimate the number of academic days / classes that will be missed by student-athletes who participate in this event:	
Please estimate the number of days of personal or holiday time (if applicable) that will be missed by student athletes who participate in this event:	

Approval:

Submitted by	Date	Signature

Approved by	Date	Signature
Gord Grace		
Mike Havey		
Helen Ellis-Govette		