

UNIVERSITY OF ROCHESTER  
CLUB SPORTS PROGRAM

TRAVEL FORM

Club Sport \_\_\_\_\_ Date Submitted \_\_\_\_\_

Activity \_\_\_\_\_

Dates \_\_\_\_\_

Where To and From \_\_\_\_\_

Mileage \_\_\_\_\_

Car	Driver	Mileage	Receipt Amount	Tolls
1.	_____	_____	\$ _____	\$ _____
2.	_____	_____	\$ _____	\$ _____
3.	_____	_____	\$ _____	\$ _____
4.	_____	_____	\$ _____	\$ _____
5.	_____	_____	\$ _____	\$ _____
6.	_____	_____	\$ _____	\$ _____
7.	_____	_____	\$ _____	\$ _____
<b>Sub Totals</b>			\$ _____	\$ _____
<b>Grand Total</b>			\$ _____	
<b>Divide Total by 2</b>			\$ _____	

\_\_\_\_\_  
Business Manager (Print)

\_\_\_\_\_  
Business Manager (Signature)

Note: Use full names, not nick-names. The check will be made payable to the business manager, and must be picked up; it will not be mailed. We do not fund food or lodging expenses. Attach: (1) all gas and toll receipts and (2) a check request with this form.