



Indiana University - Purdue
 University Fort Wayne

Athletic Department Travel Authorization

Trip No. _____

Contact Information	
Sport:	
Coach or Staff Member:	
Contact Telephone:	

Itinerary			
Type of Travel	<input type="checkbox"/> IPFW Team Travel <small>*requires NCAA compliance office approval</small>	<input type="checkbox"/> Recruiting Travel <small>*requires NCAA compliance office approval</small>	<input type="checkbox"/> Individual Travel <input type="checkbox"/> Visiting Team Travel
IF TEAM TRAVEL:	<input type="checkbox"/> By checking this box I affirm that travel will begin no earlier than 48 hours prior to the start of the actual competition for any regular season and conference championship competition.		
Purpose of Trip:			
Destinations:			
Departure Date & Time:			
Return Date & Time:			
Actual Recruiting Date(s):			
Special Instructions	(sequence of events, destinations, other relevant information)		

Transportation Requirements	
(indicate types needed and any requirements or special instructions)	
Bus Transportation:	
Air Transportation:	
Rental Vehicles:	
University Vehicles:	

Travel Party			
Name	Function	Name	Function
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	
13.		14.	
15.		16.	
17.		18.	
19.		20.	
21.		22.	
23.		24.	
25.		26.	
27.		28.	
29.		30.	
31.		32.	

Lodging Requirements

Lodging Required? _____

Rooming List

Room	Name	Name	Name	Name

Special Lodging Instructions:

Name of Recruit(s):

Other coaches who are out recruiting (traveling) during this time period:

Number of "recruiting-person/evaluation days" allowed _____ Number used _____

Approval Requested:

_____ Coach _____ Date

NCAA Compliance

(for team & recruiting travel)

_____ NCAA Compliance Officer _____ Date

Approved:

_____ Athletic Director/Assoc. Athl. Dir _____ Date