Sport Clubs National Travel Fund Process

The National Travel Fund is set up for the Sport Clubs Program support teams in their effort to attend national level competitions.

Steps to Apply:
- A club applying for National Travel Fund must be in good standing with the Department of Recreational Services.
- The proposal by an interested club must be for a National Club Championship competition or a National level tournament/competition. A National level tournament is considered travel to a competition outside the states of Alabama, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, & Virginia.
- Once a club becomes aware of a National tournament/competition, the club will need to submit the application below for consideration of the National Travel Fund.
- The time frame to submit the application is no more than three months from competition dates and no less than a month of the competition dates. If the club becomes eligible for National tournament/competition less than month before the dates; then the funding approval will be determined on a case by case basis.
- A club may only apply for the National Travel fund to pay for competition registration fees, transportation, and lodging.
- A club may only apply one time per academic year.
- Once the application is submitted, the Sport Clubs Coordinator will review and follow up with the Club President with an in-person meeting for the determination of funds.

Guidelines:
- If the club’s proposal is approved, the club will be sponsored for all total dollar expense that comprise of registration fees, transportation, and lodging.
- Only eligible club members are covered for the approved expenses (Club Coaches are excluded from coverage).
- The approval of the club’s proposal is at the discretion of the Sport Clubs Coordinator.
NATIONAL TRAVEL FUND APPLICATION

Club Name: ________________________________________________________________

Club President: ____________________________________________________________

Date proposal is submitted: __________________________________________________

Title of national championship/tournament: _____________________________________

Number of student travelers: __________________________________________________

Dates of travel and number of days/ nights: _________________________________________

Location of Event: ____________________________________________________________

Proposed Budget:

Airfare: $ amount per traveler _____ X _____ #of travelers = $ __________ Total

Rental Car: # of cars _______X_____ $ daily rate = $ __________ Total

Parking Fees: # of cars/days ______X_____ $ daily rate = $ __________ Total

Lodging: $ per room per night _______X______ #of rooms = $ ________________ Total

Registration Fee: # of individuals/team ____X_____ $individual/team rate = $ ______Total

________________________________________

TOTAL REQUESTED: ________________

If Approved:

• The club will need to submit a trip form online at imleagues.

• If it applies, the club will need to submit a van request from online at imleagues.com.

• If it applies, the club will need to submit proposed travel days & times to the Sport Clubs Coordinator for airfare to be purchased by University.

• Also, individual paperwork will need to be completed per traveler for University purchased airfare to be booked. Each form will need to be completed first before the next form is given to the traveler (Sport Clubs Coordinator will supply the necessary paperwork and ensure it is completed properly).

• Before the trip, the club will need to submit to the Sport Clubs Coordinator of the traveler(s) who will be paying for the lodging and/or rental car fees. This is for the Sport Clubs Coordinator to encumber the additional expenses for the individual traveler.