**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 and/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: ____________________________

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$ amount per traveler</td>
<td>X</td>
<td># of travelers</td>
</tr>
<tr>
<td>Rental Car</td>
<td># of cars</td>
<td>X</td>
<td>$ daily rate</td>
</tr>
<tr>
<td>Parking Fees</td>
<td># of cars/days</td>
<td>X</td>
<td>$ daily rate</td>
</tr>
<tr>
<td>Lodging</td>
<td>$ per room per night</td>
<td>X</td>
<td># of rooms</td>
</tr>
<tr>
<td>Registration Fee</td>
<td># of individuals/team</td>
<td>X</td>
<td>$ individual/team rate</td>
</tr>
</tbody>
</table>

TOTAL REQUESTED: _________________

Once 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).
- Flight & Rental Car expenses will be arranged by the Department through the travel agency, Travel Inc.
- 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. This is for the Sport Clubs Coordinator to encumber the additional expenses for the individual traveler.

NOTE: Individual travelers will be responsible for reimbursing pre-paid expenses back to the Department if they cancel without an approved reason.

Statement & Signature of Club President:
As the president and leader of the club, I agree to the listed procedures & polices above. In addition to I acknowledge the club will be subject to appropriate consequences if the club is non-compliant to the outlined processes.

Signature of Club President ____________________________
Print Name of Club President ____________________________
Date (mm/dd/yyyy) ____________________________