

**CALIFORNIA STATE UNIVERSITY, FULLERTON
ATHLETICS BLANKET TRAVEL REQUEST**

This form is for athletics travel for away games.

Team & Season _____

(*Note this should be team and month(s) and year)

SELECT ONE: **Original** **Revision**

TR#: _____

(For use by Accounts Payable)

DEPARTMENT: _____

DEPT ID: _____

(only one Dept ID permitted)

PURPOSE:

PREPARED BY: _____

							ACCOUNTS PAYABLE USE ONLY				
CSUF EMPLOYEE	CWID #	ACCOUNT-FUND-DEPT-PROG-CLASS-PROJ						ESTIMATED AMOUNT	SIGNATURE (Agree to terms below)	DATE	
		(6)	(5)	(5)	(4)	(5)	(8)				

This form is to be used to request travel for athletics team travel, first page should cover non-student attendees and additional pages are to be used to capture preliminary list of student athlete attendees. If additional students are added later, please submit a revised form to include additional travelers, if student athletes are dropped from the list there is no need to submit a revised form.

By signing and approving this travel request, you are certifying all necessary forms for students to travel have been collected and stored with your department in accordance with CSUF, CSU, and NCAA Policy And will abide by CSU record retention policies. I understand these records will remain accessible to the University at any time to audit these records for compliance. Further, you certify that travelers will adhere to CSU travel policy or NCAA guidelines when appropriate.

APPROVAL: I am authorized to approve this travel and have collected all necessary forms for all attendees and adequate funds are available. In addition, I certify that this travel serves a University business purpose.

NAME OF FINANCIAL APPROVER	APPROVER'S SIGNATURE	DATE
PRINT NAME OF VP	VP'S SIGNATURE	DATE

CERTIFICATIONS:

- 1) Signing this form certifies that the submitting department will gather required Student Travel forms (Release of Liability and Student Conduct) for each student, made available to Admin & Finance upon request
- 2) Travel Expense Claims must be submitted after each away game for travel incurred within each season (Combined game TECs not permitted)
- 3) Travel Expense Claims must be submitted within 60 days upon return of travel (i.e., July expenses must be submitted before end of August), expense claims should be submitted via e-mail with subject "Athletics Sport Travel Date"

Submit form to Travel Operations | Questions? travel@fullerton.edu | Rev. Date 07/2023

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Student Athlete Name	CWID #	Student e-mail	Date	Student Athlete Name	CWID #	Student e-mail	DATE	Accounts Payable Use Only