



Madera Unified School District Athletic Team Travel Request Form

SEC Approval Date: _____

All travel events must be Board approved prior to the start of the season of sport.
A completed Athletic Team Travel Request Form must be submitted for approval prior to the start of the league.

Name of Sport _____

Name of Event _____

Head Coach _____

Purpose of Trip _____

Destination _____

Dates of Trip Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Number of Participants Traveling Adults: _____ Student Athletes: _____

Mode of Transportation
() Air () Bus MUSD () Van MUSD () Other _____

ESTIMATE OF EXPENSES

Transportation _____ () PO () Cal Card () Other _____

Mileage _____ () PO () Cal Card () Other _____
(personnel vehicle)

Lodging _____ () PO () Cal Card () Other _____

Meals _____ () PO () Cal Card () Other _____

Registration Fees _____ () PO () Cal Card () Other _____

Total Estimated Cost _____

Per Diem Rates

Breakfast: _____ Lunch: _____ Dinner: _____

Account Code(s) for PO: 01- _____ - _____ - _____ - _____ - _____ - _____ - _____

01- _____ - _____ - _____ - _____ - _____ - _____ - _____

REQUIRED SIGNATURES

Coach: _____ Date _____

School Athletic Director: _____ Date _____

Director of Athletics: _____ Date _____

You are required to submit a copy of your itinerary with this completed form **15 days** in advance of trip.