

UW-Whitewater Club Sports

Post-Travel Report

Return form to room 100 AFTER club travel
Club Sports staff will file form accordingly

**** SUBMIT NO MORE THAN THREE DAYS UPON RETURN TO CAMPUS ****

Club: _____

Name of Event: _____

Event Location: _____

Date(s) of Travel: _____

Completed By: _____

Were there any changes made to the submitted travel roster? If yes, please list all changes.

List any team or individual highlights along with any wins, losses, ties, placements, etc.

Were there any issues related to your travel (i.e. hotel, vehicles, injuries)? If yes, please explain.

Please do not share injury information on this form – submit the approved injury form

My club would like to discuss this trip or provide feedback to administration:
(circle one)

YES

NO

Reminders

- turn this form in with all receipts if the club wishes to process reimbursements
- do not forget to turn in proof of your event (i.e. flier, schedule, online results, etc.)
- please schedule a meeting with administrative personnel if you wish to discuss club finances

FOR OFFICE USE ONLY

Date Received by Club Sports: _____

