

# High School Team Out-of-Town Travel Form

## Team & Trip Details

School Name

Sport/Team

Coach/Advisor Name

Coach/Advisor Phone

## Trip Information

Destination

Purpose of Trip

Date of Departure

Time of Departure

Date of Return

Time of Return

## Travel Party

Number of Students

Number of Chaperones

List All Names (Students & Chaperones)

## Transportation

Type of Transportation

Driver(s) Name(s)

## Accommodation (if applicable)

Hotel Name & Address

Contact Number

## Additional Information

Notes / Special Instructions

Coach/Advisor Signature

Date

Administrator Approval

Date