



*Wilmington University  
Student Group Trip Request Form*

***THIS FORM MUST BE COMPLETED TWO WEEKS BEFORE A TRIP MAY BE SCHEDULED***

**Team/ Student Group:** \_\_\_\_\_

**Coach/ Advisor:** \_\_\_\_\_

**Travel Destination:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_

**Number of People Traveling:** \_\_\_\_\_

**Are there any people traveling who are not Wilmington University staff members or students?**       NO       YES (If "YES", explain)

\_\_\_\_\_

**Preferred Method of Transportation:**       Chartered Bus       Airline

Rented Vehicles       Student Vehicles

**Event Dates:** \_\_\_\_\_

**Travel Dates:** \_\_\_\_\_

**Lodging (List names, addresses and phone numbers)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(OVER)**

**How will the trip be funded?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Head Coach/ Advisor Signature**

**Date**

\_\_\_\_\_

**Office Use Only**

\_\_\_\_\_

**Approved Signature**

**Date**

**List any conditions of approval:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_