



Kiernan Center

### **Club Sport Participate Travel Exemption Form**

**STANDARD TRAVEL POLICY FOR CLUB SPORTS:** To improve the club sport program and to decrease the liability in having students drive personal vehicles to club sporting events, the university very often will provide bus transportation to away contest (usually outside a 30 mile radius of the university). All club sport participants that want to participate in a contest where a bus is utilized for transportation will be required to take the bus to and from the game. This policy goes in line with what other schools very often do.

The university does understand that there will be situations where students would like to travel on their own due to event/circumstances that require an overnight stay in the area the club is traveling too. For this reason, the university will evaluate these situations on a case to case basis and determine if use of a personal vehicle is appropriate. Club sport participants seeking an exemption from taking the bus will be required to complete this form and submit it to John Spanbauer, Director of the Kiernan Center (KCD).

**Please not the following:**

- Submission of the form is not approval to drive a personal vehicle. This form must be reviewed and approved. Once reviewed the KCD will e-mail approval or denial for alternate travel plans.
- Approval will not be given for request such as: staying in areas to have dinner with family and/or friends; do not want to take bus because you must get back to campus quickly; due to my work schedule it is inconvenient to take bus;

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Club Sport Team: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

What will be your alternate form of Transportation (i.e. car, bus, etc...) \_\_\_\_\_

Reason for alternative transportation: \_\_\_\_\_

Will anyone else be traveling with you? If so, please list name and if they are a teammate of your club: \_\_\_\_\_

I acknowledge the information submitted to be true and understand that submission of this form is not approval for alternate travel arrangements until I get an e-mail of authorization.

Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_