Out-of-Region Travel Request Form Informational Guide

*Following the guidelines/steps to request out of region travel provides sport clubs the opportunity to formulate the trip’s logistics, highlight specific achievements, and focus on unforeseen details. Take your time and use this process as a planning tool.*

Important Guidelines for Out-of-Region Request:

- All out-of-region travel must be approved by Tiffanie Morgan, the Assistant Director of Sport Clubs, and Jay Gilchrist, the Director of Campus Recreation Services.
- PRIOR to making any commitments or travel arrangements, the club MUST receive approval or face the possibility of not being permitted to attend the event.
- All out-of-region requests must be submitted as far in advance as possible, at least 4 weeks before the travel date.
- CRS funds cannot be used to pay for out-of-region trips (except national competitions, which clubs have to qualify for).
- Club officers are encouraged to schedule a meeting with the Assistant Director-Sport Clubs when they first begin considering travel to an out-of-region event. This will allow for a frank discussion of attending the event and insure that all required information is submitted with the request.
- CRS reserves the right to impose additional travel regulations for approved out of region travel.

Steps To Request Travel Out-of-Region:

1) Compose a formal letter, utilizing requesting verbiage that asks for approval to travel outside of CRS travel regulations (use phrases such as “we would like to request” or “if permitted we would”)

This letter should include:
- A formal address
- The club name and contact information (i.e. who?)
- A short discussion corroborating the club’s request to travel out of region (i.e. why?)
- The event the club is requesting permission to participate in (i.e. when/what?)
- A detailed itinerary of the event and specifics leading up to the event
- A comprehensive breakdown of the designated funding source and the trip costs including travel, lodging, participation fees, and food expenses

2) Gather any necessary supporting documents (quotes for lodging, participation invoices etc.) and attach them to the formal letter.

3) Turn in the out-of-region request to the Assistant Director-Sport Clubs for review.

4) Clubs will be contacted regarding the status of the out-of-region request. No assumptions can be made that out-of-region requests have been approved, even if the club participated in the event in a previous year.

Considerations for Approval:

- The Director and the Assistant Director-Sport Clubs will consider the following before approving any out-of-region travel requests:
- Club’s records or compliance with CRS regulations – must be in good standing with CRS
• Quality of the event – potential for valued experience
• Reason for attending
• Location of the event
• Options for safe travel to the event and safety of the event
• Cost to the club and cost to individuals
• Number of club members who will participate in the event vs. the number that will not
• Number of opportunities for participation at the event (example: number of competitions)
• Trip duration (round-trip from the University of Maryland) and time away from the University
• Impact on academic mission of the University

TRAVELING TO A NATIONAL COMPETITION
A national competition is defined as an event that clubs must competitively qualify for in order to attend. “National” tournament or events that are open to any club willing to travel will be considered out of region travel. When a club qualifies for a national event by winning a regional or sectional event, a request to travel must be made immediately to the Assistant Director-Sports. All requests must include the following information:
• Official letter of invitation to national event
• Method of qualification
• List of club members qualified to participate in national event
• Itemized list of all expenses
• Itemized list of funds raised for event; evidence that the club has been raising or saving money to compete in the event
• Total amount requested (expenses - total funds raised)
• Location of national event
• Date of event
• Event host contact information
• Potential academic impact (if missing classes)
• Tentative trip itinerary

Once the letter of request is reviewed, the club will be contacted with further instructions. Please keep in mind that not all requests to travel to National or Out of region trips will be approved.