

University of Colorado Denver Competitive Sports Department:

Suburban Check Out Form:

Pre-Approval:

Team: _____

Traveling to: _____ ETA: _____

Event/Reason for checking out: _____

Date(s): _____ Overnight Location: _____

Approved Drivers Names and Signatures:

| Name: | Signature: |
|-------|------------|
| | |
| | |
| | |
| | |

Officers Approval:

| Name: | Signature: | Position: |
|-------|------------|-----------|
| | | |
| | | |
| | | |
| | | |

Admin Approval:

Dates Approved from Conflicts: _____

Team Standing: _____

Submitted with ample time: _____

Approved Drivers: _____

Approved Gas Card User: _____

Travel Form With Passengers Filled Out: _____

Program Manager Signature

Christian Holmsen, Competitive Sports Coordinator

Approval:

Miles on Suburban PreTrip: _____

Approved Gas Card User: _____

Gas Stops:

| Gas Station: | Price: | Mileage On Suburban: |
|--------------|--------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Make sure you attach all receipts with this form

Post Approval:

Miles on Suburban PostTrip: _____

Notes:

Post Admin Approval:

Confirmed Mileage on Suburban: _____

Condition of Suburban: _____

Receipts Collected: _____

Suburban Checked in: _____

Program Manager Signature

Christian Holmsen, Competitive Sports Coordinator