**Student Club Trip Form for weekly BUCS league/cup fixtures**

***This form must be uploaded electronically to*** [**https://northumbria.service-now.com/tra**](https://northumbria.service-now.com/tra) ***at least 12 hours in advance of travel to each and every fixture, ready to be approved by Northumbria Sport Staff***

|  |  |
| --- | --- |
| **Club/Team** |  |
| **Fixture** (e.g. vs Leeds 2nd in Northern 2B) |  |
| **Date of fixture** |  |
| **Trip Leader Name** |  |
| **Trip Leader Contact number** |  |
| **Destination** (with postcode) |  |
| **Method of travel** |  |
| **Registration of vehicles travelling** (if known) |  |
| **Please list the University permit numbers of all drivers** (if using hire cars) **\*** |  |

*\* Please note that University insurance only covers hire cars through the University contract with Enterprise. Students travelling in own cars must check their own insurance covers them for taking passengers for Sport, and must complete all safety checks (e.g. tyre pressure, oil) prior to travel.*

**Additional notes or relevant information (e.g. accommodation details if staying over):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Traveller** | **Student Number** (Students only) | **Next of kin name & mobile number**(Non-students only) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

*Please add additional rows as required to ensure the names of ALL travellers are listed here, including support staff and any non-students.*