



## Transportation Request Form

The SOWA Transportation Form is used to plan and schedule transportation to and from tournaments and competitions. Please complete the form entirely and submit it to your Area Director or identified Area Leadership team member. All Special Olympics Washington transportation arrangements must be approved prior to transportation use. Special Olympics Washington will not pay for unapproved transportation expenses. Regardless if transportation arrangements have been made on your own, you must complete it and submit it. Furthermore, unless otherwise communicated, transportation reservations are the responsibility of the local program needing vehicles for the games. There will be times when team's preferred mode of transportation will be altered to be more cost efficient for the organization. **(Check box or print clearly)**

### Transportation for:

- Winter Season     Spring Season     Summer Season     Fall Season  
 Winter Games     Spring Games     Summer Games     Fall Games

Team Name \_\_\_\_\_

Head Coach \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Destination \_\_\_\_\_ Departure Date \_\_\_\_\_

Departure Location \_\_\_\_\_ Departure Time \_\_\_\_\_  am /  pm

Departure Address \_\_\_\_\_ Total Number of Passengers \_\_\_\_\_

Check preferred transportation:     Bus     Rental Vehicle     Personal Vehicle

Anticipated Expense: \_\_\_\_\_

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### For Office Use Only:

Approved: SOWA Manager \_\_\_\_\_ Date \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Bus or Rental Company \_\_\_\_\_