

Prospective Student-Athlete Official Visit Expense Request Form

SDSU ATHLETICS

San Diego State University

Instructions: Sections 1-3 must be completed and forwarded to the Athletics Business Office prior to a prospective Student-Athlete's official visit. No expenses should be incurred regarding the official visit until administrative approval has been granted.

Sport(s): _____

Section 1 Prospective Student-Athlete Information

Legal Name _____

Home Address _____ City _____

State _____ Zip _____ Phone _____

Current Institution _____

Institutions Address (City & State) _____

Section 2 Transportation & Lodging (Please attach visit itinerary)

	Date	Scheduled Time	From	To	Means of Transportation	Actual Visit Times
Arrive				San Diego		
Depart			San Diego			

Transportation Provider (if applicable) _____ Cost _____

If via automobile, person(s) accompanying prospect: _____

Lodging - Hotel: _____ # room(s) x _____ /night(s) X _____ cost/night = **\$0.00**

If not hotel, where: _____

Person(s) receiving accommodations: _____

The above transportation and lodging expenses are allowed to be purchased as of the date signed below. Signature from Business Office authorizes expenses only, visit is not fully authorized until Section 3 is complete.

Approval _____ Date _____
BUSINESS OFFICE

Section 3 Authorization

I certify the prospective Student-Athlete named above is eligible for an official campus visit according to the requirements expressed in the current NCAA bylaws (as listed on the accompanying Pre-official Visit Compliance Checklist).

Head Coach's Signature _____ Date _____

Approval _____ Date _____
DIRECTOR OF COMPLIANCE OR
STUDENT-ATHLETE SERVICES COORDINATOR

Prospective Student-Athlete Expense Acknowledgement

Consistent with existing NCAA Bylaws, I acknowledge that I am responsible for payment in full of any/all incidental charges, other than room and tax expenses, upon checkout from any/all lodging locations provided by the host institution, San Diego State university, during my official campus visit.

Prospective Student-Athlete Signature _____ Date _____