

# Sports Team Travel Agreement

Date: [Insert Date]

To: [Team Name]

From: [Organization/School Name]

Dear [Recipient's Name],

This letter serves as an agreement for the travel arrangements for the upcoming [Sport] competition scheduled for [Date(s)]. The details of the travel agreement are as follows:

## Travel Details

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Departure Location:** [Insert Departure Location]
- **Destination:** [Insert Destination]
- **Mode of Transportation:** [Insert Mode of Transportation]

## Responsibilities

The [Organization/School Name] agrees to cover the following expenses:

- Transportation costs
- Accommodation
- Meals

## Team Obligations

The team agrees to the following:

- Maintain conduct that reflects positively on [Organization/School Name]
- Adhere to the travel schedule and guidelines
- Report any issues or emergencies promptly

## Signatures

By signing below, both parties agree to the terms outlined in this travel agreement.

\_\_\_\_\_ **[Team Representative Name]**  
[Position]  
[Date]

\_\_\_\_\_ **[Organization Representative Name]**  
[Position]  
[Date]

Thank you, and we look forward to a successful trip!

Sincerely,

[Your Name]  
[Your Title]  
[Organization/School Name]