

Travel Compliance Statement

Date: _____

To Whom It May Concern,

We, the undersigned, hereby confirm that all members of the [Team Name] have complied with the established travel policies and guidelines as stipulated by [Governing Body/Organization Name].

This includes, but is not limited to:

- Completion of all required travel documentation.
- Adherence to transportation arrangements as authorized.
- Compliance with health and safety regulations pertinent to traveling during the [specific time/season].
- Verification of hotel accommodations and per diem allowances as per team policy.

We understand the importance of following these guidelines to ensure the safety and well-being of all team members while representing [School/Club/Organization Name].

Thank you for your attention to this matter.

Sincerely,

[Coach/Manager's Name]

[Position]

[Contact Information]