



This form must **first** be completed and signed by the requesting coach, **second** approved by the sport administrator and **third** must accompany the “recruiting checklist” and “itinerary” to the Compliance Office for final authorization.

**REMINDER: We may only provide expenses for the prospect for an early arrival. We may not provide expenses for the parent/legal guardian until the start of the official visit.**

1. Name and home address of prospect:

2. Date/time the prospect will arrive and depart Knoxville:

3. Date/time the Official Visit will begin:  
(Attach copy of itinerary)

4. Date/time the Official Visit will conclude:

5. Please give the reason(s) for the request:

I certify the above information is correct. Furthermore, my staff and I have read, understand, and will maintain compliance with BYLAW 13.7.2 and 13.7.2.1.

\_\_\_\_\_ Date \_\_\_\_\_  
(Head Coach) (Sport)

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Sport Administrator)

Final Authorization \_\_\_\_\_ Date \_\_\_\_\_  
(Compliance Office)