



Request for Off Campus Student Travel

This form shall be completed by the sponsoring entity for same day travel and field trips fewer than 50 miles (one way) from campus. Request shall be submitted to the campus provost or his/her designee. For college-wide funded, requests shall be submitted to the VP SSEM with a copy to each provost. The request shall be submitted at least two (2) weeks prior to departure to receive approval.

Travel Information

Organization Name _____

Name of Event _____

Chaperone(s) traveling with students _____

Chaperone contact information _____

Location of Event _____

Travel Dates ___/___/___ to ___/___/___

Departure Time ____ a.m. /p.m. Return Time ____ a.m. /p.m.

Purpose of Travel _____

Estimated Cost Mileage _____

Mode of Transportation

Rented Vehicle State Vehicle Light Rail Charter Bus

Name of Students Who Will Travel (Attach additional page(s) if necessary)	

Authorizing Signatures

Campus Provost Signature	Print Name	Date
VP SSEM Signature (if college- wide funded)	Print Name	Date