

Club & Organization Travel Form

Student Activities Office

Parsons Union Building

Lock Haven University

2016-2017

This form **must** be completed and returned to the Student Activities Office **TWO WEEKS** prior to the departure date of the trip. Failure to submit this form may result in disciplinary action for the club.

Club/Organization Name: _____

Trip Contact Person: _____ **Cell Phone #:** _____

(This person must be present on trip)

<u>Departure Day, Date, & Time:</u>	<u>Return Day, Date, & Time:</u>
<u>Destination:</u>	<u>Number of People Traveling:</u> <i>*Waivers MUST be submitted prior to trip*</i>
<u>Purpose of Travel:</u>	
<input type="checkbox"/> Field Trip: Name of Field Trip: _____ <input type="checkbox"/> Competition: Name of Competition: _____ <input type="checkbox"/> Meeting: Name of Meeting: _____ <input type="checkbox"/> Community Service: Name of Community Service: _____ <input type="checkbox"/> Conference: Name of Conference: _____ <input type="checkbox"/> Other: _____	
<u>Funding Source(s):</u> Budget <u>Funding Source(s):</u> <input type="checkbox"/> Budget <input type="checkbox"/> Special <input type="checkbox"/> Other _____	<input type="checkbox"/> <u>Detailed Itinerary Must be Attached</u> • (travel dates, times, locations, relevant flight information, car rental, car usage, schedule of activities etc.) <input type="checkbox"/> <u>Roster of Participants Must be Attached</u>

Transportation & Vehicle Information:

Please indicate all method(s) of travel:

- Bus / Motor Coach
- Airline Travel
- Personal Vehicle
- Rental (if rented please complete below)*
 - Enterprise: _____
 - Other: _____

****If renting a vehicle, group must purchase all additional insurance coverage available as well as present A LHU SAS, INC. Purchase Order to reserve the vehicle****

Driver Information:

List all drivers for both personal and/or rented vehicles

Driver(s):