

Club & Organization Travel Form

Student Activities Office

Parsons Union Building

Lock Haven University

2018-2019

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"/> Roster of Trip Participants – see back of form <input type="checkbox"/> Detailed Itinerary – must list on back of form <i>Include travel dates, times, locations, relevant flight information, car rental, car usage, schedule of activities</i>

Transportation & Vehicle Information:

Please indicate all method(s) of travel:

- Bus / Motor Coach
- Airline Travel
- Personal Vehicle
- Rental - ****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****
 - Enterprise: _____
 - Other: _____

****Additional Information Requested & Required on Back of Form – Please Complete Other Side***

Driver Information – List all drivers for personal and/or rental vehicles. Attach Additional Sheets as Necessary

List Roster of all Trip Participants - *Attach Additional Sheets as Necessary*

Detailed Trip Itinerary - *Indicate detailed timeline of activities, including dates, times, locations and schedule of activities.*
Attach Additional Sheets as Necessary