

# Club & Organization Travel Form

Student Activities Office

Parsons Union Building

Lock Haven University

2019-2020

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)

<b><u>Departure Day, Date, &amp; Time:</u></b>	<b><u>Return Day, Date, &amp; Time:</u></b>
<b><u>Destination:</u></b>	<b><u>Number of People Traveling:</u></b>  <i>*Waivers MUST be submitted prior to trip*</i>
<b><u>Purpose of Travel:</u></b>	
<input type="checkbox"/> <b>Field Trip:</b> Name of Field Trip: _____ <input type="checkbox"/> <b>Competition:</b> Name of Competition: _____ <input type="checkbox"/> <b>Meeting:</b> Name of Meeting: _____ <input type="checkbox"/> <b>Community Service:</b> Name of Community Service: _____ <input type="checkbox"/> <b>Conference:</b> Name of Conference: _____ <input type="checkbox"/> <b>Other:</b> _____	
<b><u>Funding Source(s):</u></b> Budget <b><u>Funding Source(s):</u></b> <input type="checkbox"/> Budget <input type="checkbox"/> Special <input type="checkbox"/> Other _____	<input type="checkbox"/> <b>Roster of Trip Participants – see back of form</b>  <input type="checkbox"/> <b>Detailed Itinerary – must list on back of form</b> <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*