



## Student Organization Transportation Form

This form along with all supporting documentation must be completed and submitted to the Student Involvement Office **two weeks prior to travel**. *If this is not completed prior to travel, all expenses will become the responsibility of the student organization.*

Student Organization Name & Number \_\_\_\_\_

Travel Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination Name: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Travel:  Conference  Educational  Competition  Service Project

Number of Members Traveling: \_\_\_\_\_ Name(s) of Faculty Attending: \_\_\_\_\_

***\*\*It is the responsibility of the advisor to make all the arrangements and fulfill all obligations regarding rental of vehicles.\*\****

Rental Agency: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

<b><i>Complete for any student transporting other students:</i></b>	
Name(s) of Driver(s): _____	_____
_____	_____
<b><i>Each driver must complete a vehicle use agreement.</i></b>	

Advisor Signature: \_\_\_\_\_ Ext. \_\_\_\_\_

Student Involvement Office Use	
APPROVED	DISAPPROVED
_____	_____
Student Involvement Office	Date