



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: _____

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

Advisor Signature: _____ Ext. _____

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