Student Travel Packet Checklist – Group Travel

*All forms must be filled out and signed

The following is a list of the required student travel forms that must be submitted to Travel at least five (5) business days in advance to allow for processing. Per 13.04.99.C1.01 this procedure governs organized student travel by one or more students presently enrolled at the university to an activity or event located more than 25 miles from the university when the activity is sponsored and/or funded by the university or required by a student organization properly registered at the university.

- ☐ Travel is > 25 miles
- ☐ Student Travel Checklist and Instructions
  (Every single field is required to be filled out, enter NA where applicable)
  - Personal insurance is needed whenever a student is getting in a rental.
  - All drivers must be cleared when driving with a student – faculty and staff included.
- ☐ Approved Travel Request (TR via eTravel/Concur, if applicable)
- ☐ Trip Itinerary *(Every single field is required to be filled out, enter NA where applicable)*
  - ☐ If traveling via personal vehicle only, the following is needed:
    1. Driver's License #
    2. License Plate #
    3. Copy of Insurance
    4. Driver Release Form
- ☐ List of Participants
- ☐ Waiver – Indemnification Form
- ☐ Emergency Information Form
- ☐ Driver's Record Request
- ☐ Driver Release Form
- ☐ Incident/Accident Report Form