



Travel Authorization Request

- Authorized student organizations planning an activity more than 50 miles from campus must complete and submit this form to the Student Activities Office for approval prior to advertising for the event.
- **This form is due at least TWO WEEKS prior to the event (and ONE MONTH prior to the event if funds will be requested from SGA).**

*Note: **Simply submitting a travel authorization request does not automatically approve the event. It is your responsibility to call the Office of Student Affairs at 343-7579 to verify that the event has been approved. Please allow at least 48 hours for a decision to be made.***

If you would like a copy of the Student Travel Policy for Registered Student Organizations, please email Brock Crawford at bcrawford@rsu.edu

Contact Information

Club/Organization: _____

Student Contact Name: _____ Student Email: _____

Faculty/Staff Advisor: _____ Faculty/Staff University Title: _____

Department: _____ Office Phone: _____

Cell Phone: _____ Email: _____

Trip Information

Purpose of Trip

What goals do you plan to achieve from this trip?

Destination: _____

Date/Time of Departure: _____ Date/Time of Return: _____

Number of Student Participants: _____ Number of Non-Student Participants: _____

Lodging Arrangements

Hotel Name: _____ Hotel Phone Number: _____

Hotel Address: _____

Travel Arrangements

Indicate the number of students, faculty, and staff traveling by each method:

Personal Vehicle: _____ Rental Vehicle: _____

RSU Owned Vehicle: _____ Airplane: _____

Other (please explain): _____

Names of Drivers:

Required Documents

The Registered Student Organization's President and Advisor must acquire and keep on file the following documents:

- A list of participants with campus addresses, local phone numbers, and emergency contacts
- Copies of all Drivers Licenses for All Drivers (if applicable)
- Proof of current liability insurance (if using personal vehicles only)
- Medical information for all participants
- Signed off-campus release form

MY SIGNATURE BELOW VERIFIES THAT I HAVE THE APPROPRIATE ITEMS ON FILE AND THAT I HAVE READ THE ROGERS STATE UNIVERSITY STUDENT TRAVEL POLICY FOR REGISTERED STUDENT ORGANIZATIONS. I AFFIRM THAT THIS TRIP MEETS ALL REQUIREMENTS OF THAT POLICY.

Organization President

Date

Organization Advisor

Date

Office Use Only

Date Submitted: _____

Approved _____

Received By: _____

Not Approved _____

Student Affairs Representative

Revised 01/12