UC_logo-Black

***Student Travel***

***Group Authorization & Contact Form***

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| --- |
| ***Flight information (or attach airline itinerary)***  ***(include airline name, flight numbers and dates/times of travel)*** |
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| Travel Monitor Name and Affiliation with Group: |
| Academic Department or Student Organization Name: |
| Reason for Travel: |

***Please print or type all responses***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Travel Itinerary***  Travel is:  Domestic  International | | |  | |
| Travel Dates: |  | Destination(s): | |
| to |  |  | |
| to |  |  | |
| **to** |  |  | |

|  |  |
| --- | --- |
| ***Mode(s) of Ground Transportation***  ***Check all that apply*** | ***Applicable Requested Information*** |
| **UC Transportation van, bus or automobile** |  |
| **UC Org Unit Vehicle (provide  unit name)** |  |
| **Private Automobile(s) (provide license no(s) and owner names)** |  |
| **Chartered bus/vehicle (provide company name, address, phone and name of UC employee booking reservation)** |  |
| **Other (provide carrier contact information and name of UC employee booking reservation** |  |

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| ***Accommodations***  ***(include facility name(s), address(es) and phone number(s))*** |
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**Will a faculty member or advisor be accompanying the students**

**on the trip?  Yes (provide name, email and phone no.)  No**

***Submitted by:***

Travel Monitor’s Signature/Date Print Name

***Submitted to:***

Campus Contact Signature/Date Print Name

***Authorized by:***

Sponsoring Department/Organization/Date Print Name

***Travel Roster (please print or type)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Traveler** | **Traveler’s Phone Number** | **Emergency Contact Person** | **Emergency Contact Phone Number** |
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