



STUDENT ORGANIZATION TRAVEL AUTHORIZATION

This form must be submitted for all Student Organization related travel. All travel must comply with the policies and procedures outlined in the Student Organization Manual, which can be found at www.utoledo.edu/studentaffairs/stuorgs.

THIS FORM MUST BE SUBMITTED MINIMALLY TWO (2) WEEKS PRIOR TO SCHEDULED DEPARTURE. SIGNED [LIABILITY RELEASE](#) FORMS FROM EACH INDIVIDUAL WHO WILL BE TRAVELING SHOULD BE INCLUDED.

Student Organization Name: _____

Primary Contact Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ UT Email Address: _____

TRAVEL INFORMATION

Traveler's Name(s): _____

Purpose of Travel: _____

Date(s) of Travel: _____ Destination(s): _____

FUNDING INFORMATION

Is this a University Funded Trip? YES NO Total Cost of Travel: \$ _____

If YES, please complete this cost breakdown: Registration \$ _____ Transportation \$ _____ Hotel \$ _____

(Please provide University account number: _____)

If University funds are to be used for transportation, what is the mode of transportation: (mark one)

CAR VAN AIR OTHER: _____

If you are driving, what type of vehicle are you using: Personal _____ Rental _____

(use of a rented vehicle requires the completion of a 2 hour safety training program with Safety & Risk Management, and the completion of the Driver Application Form. For more info call 530-4471)

SIGNATURES

By signing below I certify that the above recognized student organization's request is related to the purpose of the organization and the travel policies outlined in the Student Organization Manual have been reviewed.

Organization Rep/ Traveler: _____ Date: _____
Signature Print Name

Office of Student Involvement: _____ Date: _____
Signature Print Name