

Student Travel Policy			
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Student Travel Request

INSTRUCTIONS:

- This form is to be completed by the faculty/staff advisor or the group's contact person.
- Student travel for any Tusculum College purpose must receive approval.
- Requests must be submitted to the Vice President for Student Affairs, Niswonger Commons, for **approval prior** to travel to the event or activity.

Travel Information

Organization Name: _____
 (Student organization or academic department)

Destination: _____

Travel Dates: _____/_____/_____ to _____/_____/_____

Departure Time: _____ a.m./p.m. Return Time: _____ a.m./p.m.

Travel Route/s: _____

 (Example: north on 99W, east on 22, north on I-5)

Purpose of Travel: _____

Faculty or Staff Advisor Traveling with Student/s or Student Group: ____Yes ____No

Contact Person: _____
 PRINT NAME SIGNATURE

Circle One: COLLEGE OWNED/LEASES/RENTED VEHICLE
 PRIVATELY OWNED VEHICLE COMMERCIAL AIRLINE TRAIN BUS

 Driver 1 Driver 2

 Driver 3 Driver 4

Approved by: _____ PRINT NAME SIGNATURE
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