

**University-Sponsored Travel
Roster Form**



Department or Student Organization Name _____

Travel Destination _____

Departure Date and Time _____ Return Date and Time _____

Tour Leader Name _____ Cell Phone Number _____

Destination hotel name and phone number _____

Listed below are all students participating in the trip. (Attached additional pages as necessary).

Name	Cell Phone	Emergency Contact Name and Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Instructions:

1. If using state vehicle or rental, be sure that all drivers are approved to do so.
2. Fill out Travel Roster Form completely. Attach additional pages as necessary. Be sure to respect the privacy of the information requested on this form.
3. Attach your travel itinerary to this document.
4. File with the following offices before departing for your trip:
 - a. Office of Student Activities or Academic Department (as appropriate)
 - b. Campus Security

White: Security; Yellow: Tour leader; Pink: OSA or Academic Department