

**Department of Student Affairs  
Trip Information Sheet**

Organization Name: \_\_\_\_\_

Trip Name: \_\_\_\_\_

Trip Dates: \_\_\_\_\_

Destination: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor attending? Y    N

Advisor's Mobile # (if applicable) \_\_\_\_\_

If staying overnight, please list the hotel's name and phone number:

\_\_\_\_\_

**Method of transit (circle all that apply)**

Airplane    Flight #'s \_\_\_\_\_

Train/Bus    Train/Bus #'s \_\_\_\_\_

Charter Bus    Charter Co. name & phone #'s \_\_\_\_\_

Vehicle    Rental Drivers: \_\_\_\_\_

                 Driver phone numbers:

                 Personal Vehicle Drivers: \_\_\_\_\_

                 Driver phone numbers:

**Please attach a complete itinerary to this document.** CIRT members & the Director of Student Affairs will have a copy of this information.

**Please complete this page and submit to Emily Yates in Room 148B at least two business days before leaving on a trip.**

**The Assumption of Risk/Release of Liability and Emergency Information forms must be completed by all participants and returned to Emily Yates at least 2 weeks before leaving on a trip. Failure to do so may prevent university funds from being released for the event.**