TODAY'S DATE: ______________________

TRIP SPONSORS – PLEASE NOTE

**TYPE/OR PRINT** and file this request with the appropriate Supervisor/Provost, **TWO WEEKS** prior to the activity. Copy will be returned to you indicating approval or disapproval. Availability of the vehicles will be cleared by the Transportation Department.

All students making an authorized trip are expected to return to the campus at the time designated on this form. The sponsor of the trip is not authorized to give permission to a student, or group of students to make any trip except the one indicated below unless prior permission has been granted by the Provost. Out-of-State trips must be approved by the President.

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**Authorized Absence** is one which occurs as a consequence of the student being away from the campus on official college business.

Signature of Sponsor making trip: ____________________________________________

Purpose and nature of activity: ______________________________________________

Destination: ______________________________________________________________

Emergency address and telephone of sponsor at destination: ______________________

Departure time: ________ Date: ________ Returning Time: ________ Date: ________

School vehicle requested: YES_____ NO_____ If school vehicle is being requested, do you need a

Van____ or Bus ______. Will you be driving the vehicle yourself? ______. Verification of Defensive Driving

Certificate Number, ________. If another form of transportation is to be used, please identify:

__________________________

Medical & Liability on private cars: YES _____ NO _____

Travel Account Number needed: ________________________ (.32 per mile will be charged to account)

STUDENTS: ________________________  ____________________________

(Please attach page with additional names)

Appropriate Chairperson_________________________ Date____________________

Provost’s Approval_____________________________ Date____________________

President (Out-of-State only)____________________ Date____________________

Revised 10-06

08/08/07 MAV