**University of Arkansas**

**Notification of Official Student Travel Plans**

Instructions: Prior to leaving on an official University trip outside Benton/Washington counties, the sponsor should send a completed copy of this form Office of the Dean of Students at 4student@uark.edu or faxed to 479-575-7547 and also send to the office of the College Dean of the participating students. If corrections are necessary, the form must be resubmitted to both the Dean of Students and the College Dean(s). *Completion of this form does not indicate approval for academic absence. Please see section 7 of the Domestic Travel for Students Officially Representing the University of Arkansas policy 332.4 for more information about what constitutes official travel.*

**CHECKLIST FOR STUDENT TRAVEL**

* Notification and list of attendees sent to Dean of Students and to College Deans (of attending students)
* Notification Sent to Risk Management along with ID numbers and payment information if purchasing trip insurance
* Sponsor verifies students meet co-curricular requirements (unless trip is academically relevant)
* Emergency Contact/Insurance information provided to sponsor or someone on trip (preferably a staff member)
* Emergency Contact/insurance information provided to staff member not attending trip

Complete Student Travel Policy available at: <http://vcfa.uark.edu/Documents/FayPol_Bus_3324.pdf>. This policy does not apply to domestic trips organized, conducted, or financially sponsored by a student organization in its own interest. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from. These forms do not have to be completed in this instance.

NOTE: THIS POLICY APPLIES ONLY TO TRAVEL WITHIN THE UNITED STATES. FOR INTERNATIONAL TRAVEL PLEASE REFER TO THE INTERNATIONAL TRAVEL POLICY available at <http://provost.uark.edu/183500.pdf>.

Identification-Name of Group:

Purpose of Trip:

Location of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date and Time:

Return Date and Time:

*Primary Method(s) of Transportation Used (please circle):*

University Vehicle Personal Vehicle Air/Airline Rental Vehicle Train Bus Other

**Contact**: Please provide contact information for someone who will be attending the entire trip:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attending:** Please **attach** a list of names, ID numbers or UARK email addresses, and colleges of students, faculty, and staff who are expected to make the trip. ALL graduate students should be listed as GRAD for college. Designate the sponsor by placing an “s” after the name(s).

Signature of Sponsor/Administrator: Date:

*By signing above, I acknowledge that I have read the policy entitled* [*Travel for Students Representing the University of Arkansas*](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvcfa.uark.edu%2Ffayetteville-policies-procedures%2Fsade%2F3324.php&data=04%7C01%7Crosaf%40uark.edu%7C1f2db8b55e4d4874538b08da18ce8535%7C79c742c4e61c4fa5be89a3cb566a80d1%7C0%7C0%7C637849572515238747%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=avlxY4Kbd3L6pgQd%2FH1nW2eWwD4I0iVXBecMQKi%2BeHw%3D&reserved=0) *and certify the requested travel adheres to the criteria of substantially beneficial to the university.*

As per the Student Travel Regulations, emergency contact information (and optional health insurance information) must be collected from each person on the trip prior to leaving. Two copies of this will be kept, one with the sponsor or someone on the trip, and one with someone here at the university. Please list the name and telephone numbers, both at work and at home, of the person at the university who will have this information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work #: Other #: