

University of Arkansas
Notification of Student Travel Plans

Instructions: Prior to leaving on a trip, the sponsor should send a completed copy of this form to the Office of the Dean of Students and the Office of the College Dean of the participating student(s). If corrections are necessary, the form must be resubmitted to both the Dean of Students and the College Dean(s).

Identification-Name of Group (RSO): _____

Purpose of Trip: _____

Location of Trip: _____

Departure Date and Time: _____

Return Date and Time: _____

Primary Method(s) of Transportation Used (**please circle**): University Fleet Vehicle Personal Vehicle
Air/Airline Rental Vehicle Train Bus Other _____

Itinerary: Please list those points at which members of the group can be contacted in case of emergency:

Address (City, hotel, institution, etc.)	Phone number	Dates and Hours

Members of Groups: Please type the names and colleges of students and faculty who are expected to make the trip. Designate the sponsor by placing an "s" after their name(s). **Designate drivers by placing a "d" after their name(s).** Please attach an additional sheet if necessary.

Name	College (example: WCOB)	Name	College

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 Phone: _____
Other Phone: _____

By signing below, I acknowledge that I have read the policy entitled Travel for Students Representing the University of Arkansas and have shared it with the students traveling on this trip.

Signature of **RSO Sponsor**/Administrator: _____ Date: _____

Forward this form to: Melissa Harwood-Rom, Dean of Students, 325 Administration Building, FAX: 575.7547. Forward a copy of form to the appropriate College Dean(s) listed above. **If travel is RSO funded, please also fax to Jody Preece, ASG Office Manager, 575-7087.**