



EMERSON COLLEGE

Trip Registration Form

This form is to be completed by the sponsoring academic department, sponsoring faculty or sponsoring student organization.

*This form must be returned to the Office of Student Life, 150 Boylston St., **no later than 10 business days prior to the trip.***

It is advised that you meet with the Associate Dean of Students at least 3 weeks prior to the trip to discuss travel plans and policies. Please refer to pg 141-142 of the Undergraduate Student Handbook for details on the Student Organization Sponsored Trip Policy

Please note that only full-time students, in good academic and social standing may participate in College sponsored trips.

Organization Name: _____

Contact Name: _____

Contact Phone Number and E-mail: _____

TRIP INFO

Trip Location: _____ **Trip Purpose:** _____

Departure Date: _____ **Departure Time:** _____ **Return Date:** _____ **Return Time:** _____

Site Address: _____

Site Phone Number: _____

Please circle all that apply: Overnight Trip Day Trip Film Shoot Class Activity

Number of Participants: _____

TRAVEL INFO

Travel Agency/Tour Operator (if used): _____

Agency Contact and Phone Number: _____

Travel Methods (check all that apply): Flight _____ Bus _____ Train _____ Car _____ Rental _____

*Please note: All final travel arrangements are to be submitted to the Office of Student Life no later than **5 business days** before the start of the intended trip. Flight itineraries are required for all members of the Emerson Community traveling via airlines to take part in the trip.*

Car Rental Company (if used): _____

Car owner's name, make and model of car, and license plate number: _____

HOTEL INFO

Hotel / Lodging: _____

Hotel / Lodging Address: _____

Contact Number of Hotel / Lodging: _____

FILM SHOOTS

For all film shoots, we request a copy of an approved TRF form be attached to this form.

*(Forms are available by contacting the TRF Office at x8978). **Please attach approved TRF form.***

Advisor(s) Attending: _____

Advisor's Signature: _____

Date of Advisor's Signature: _____

Additional Details: _____

Please submit Assumption of Risk and Release forms for each individual attending the trip.

Only one Trip Registration form per trip is necessary.

Only legible original copies, pdf's, scans, or faxed versions of this form will be accepted. Pictures of a completed form are not acceptable.

Student Life Use

TRF Form Attached: _____ **Travel Itineraries Received:** _____ **R&R Forms Received:** _____