

JSCC STUDENT TRAVEL ITINERARY SHEET

MUST be submitted with the Student/Student Group Travel Authorization Form a minimum of 10 days prior to date of departure if one time trip. A completed itinerary must be submitted at least three days prior to departure if part of blanket authorization.

Please Print and Complete Entire Form

Class or
Group: _____

Sponsoring
Employee: _____

Title: _____

Cell Phone: _____

Office Phone: _____

Employees
Traveling : _____

(Drivers must be authorized to drive PRIOR to being listed as an authorized driver on a trip)

Authorized Drivers: _____

Purpose of Travel: _____

Date(s) of Travel: _____

Specific Location of Event: _____

If Group a group is traveling at separate times than specified, Please give details explaining the travel arrangements if some/all students are traveling separately.

Group will depart from JSCC/Jackson on: _____
(day) (month/date) (time)

Group will arrive at the destination on: _____
(day) (month/date) (time)

Group will return to JSCC/Jackson on: _____
(day) (month/date) (time)

Means of Transportation (i.e. JSCC vehicles)

____bus/air ____JSCC vehicle ____JSCC van ____personal vehicle ____other

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