

## University Center & Student Activities Travel Itinerary Request Form

*The following rules and regulations govern planning for official, college-sanctioned travel with recognized student organizations at American University.*

*Recognized student organizations planning travel must submit a copy of the Travel Itinerary Request Form (including a preliminary participant list) **15 days** in advance of any requested dates of travel to their UCSA advisor. This form must be approved before any funds will be released for accommodations or the booking of travel or registration requirements. A final participant list and all waivers must be given to the UCSA advisor before 5pm the day before the travel.*

### Definitions Related to Travel

**Student Organization Travel-** any student organization event/experience held off-campus.

**Day Trip-** is travel where students will leave from and return to American University in the same day.

**Overnight Trip-** is a trip requiring travel or length of stay in which participants stay in off-campus accommodations.

### Approval Guidelines

**Day trips-** Must be approved by the recognized UCSA advisor.

**Overnight Trips-** All overnight trips must be approved by the UCSA advisor and the Director of Student Activities.

- Student participants in student travel opportunities sponsored by AU-recognized student organizations must sign and complete a Consent and Release Agreement Form prior to their departure. The originals of these forms must be kept on file for a minimum of three (3) years by UCSA.
- UCSA reserves the rights to restrict, deny, or postpone any university sponsored or supported student travel program or activity, if in the determination of the Director of SA the risk of travel is substantial.
- Student organizations that do not follow this policy will bear full responsibility for any liability resulting from their travel.
- Before any funds can be released for purchases related to travel, organizations must make sure their club account has a positive balance, and enough funds to cover the costs associated with requested travel. Faculty/Staff Advisor travel must be arranged through their division.

**Documentation required-** Student participants must submit the following information for all travel requiring bookings of any kind. No student organization can book or confirm any travel, lodging, or reservations prior to the approval by your UCSA Advisor.

✓ **Conference Documentation (conference only)**

- Webpage information, or
- Conference pamphlet, or
- Official invitation to attend

✓ **Travel Cost Sheet that details**

- ✓ Registration costs
- ✓ Meal costs
- ✓ Travel costs

✓ **Accommodations**

- Provide a student attendee count and the amount of rooms required
- Provide a list of three (3) alternative lodging locations for your proposed travel

✓ **Travel**

- Provide specific details on flight/bus itinerary desired with departure and arrival windows, airports for departure and arrival, and accommodations required (wheelchair, kosher meal, etc.)
- Provide specific details regarding car rental including size/type of vehicle, name/date of birth of driver, and pick up and drop off locations and time frames.

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### **Trip Originator Information**

Sponsoring Club: \_\_\_\_\_

Trip purpose (please share detail): \_\_\_\_\_

\_\_\_\_\_

Club Representative: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

F/S Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_ Destination: \_\_\_\_\_

Departing from (location): \_\_\_\_\_

### **Mode of Travel**

☐ Chartered Bus

Bus Company Name \_\_\_\_\_

☐ Plane

Requested Carrier \_\_\_\_\_

Departure City/Airport \_\_\_\_\_ Arrival City/Airport \_\_\_\_\_

☐ Car or Van rentals

(please circle one) Avis

SG's AUTO

☐ Personal Auto

Note: If individual decides to drive his/her own personal vehicle, the vehicle owner's insurance policy will provide coverage.

☐ Other (metro/walk/etc.): \_\_\_\_\_

Departure Time(s): \_\_\_\_\_

Return Time(s): \_\_\_\_\_

### **Overnight Accomodations** ☐ N/A - Day trip only

Name of Hotel/Motel: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

# of guests/ room: \_\_\_\_\_ # of rooms: \_\_\_\_\_

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### Trip Participants

Please complete the grid for all participants (students and staff) going on trip. Add additional pages if needed. For participants traveling via plane, all information should be the same as the form of identification you will use for check-in.

☐ Eventbrite used for waivers and sign-up.

<u>PARTICIPANT NAME</u>	<u>ID NUMBER</u>	<u>CELL PHONE #</u>	<u>DOB</u>	<u>GENDER</u>	<u>EMAIL ADDRESS</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### Faculty/Staff Advisor Signature

\_\_\_\_\_  
Organization Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Advisor Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Advisor Email

\_\_\_\_\_  
Advisor Phone

### Approval Signatures

UCSA Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Student Activities: \_\_\_\_\_

Date: \_\_\_\_\_

***Please turn over to complete the form***

# **Consent and Release Agreement**

## **For TRIPS/EVENTS SPONSORED BY STUDENT ORGANIZATIONS**

Every participant must complete and sign prior to participation. Organizations should file copies of all forms with their appropriate UCSA advisor no later than 5pm the day prior to the travel/event.

Sponsoring Organization: \_\_\_\_\_

Trip/event: \_\_\_\_\_

Trip/event purpose: \_\_\_\_\_

Departing Date and Time: \_\_\_\_\_

Departing from (location): \_\_\_\_\_

Destination: \_\_\_\_\_

Returning Date and Time: \_\_\_\_\_

In signing this Agreement, I agree and/or represent that:

### **Trip/Event Conditions and Rules:**

1. I understand that I am expected to follow the directions of the sponsoring organization;
2. the University may take photographs and make other recordings of me during the trip/event. I consent to the use of my name and these photographs and recordings, without compensation, in any promotional materials and publications related to the educational activities of American University; and
3. I understand that if I do not comply with these rules or otherwise conduct myself in a responsible manner, American University ("University") may remove me from the trip/event. And I will be sent home at my own cost.

### **Fitness of Participate and Emergency Medical Treatment:**

1. I agree to conduct myself in a safe and prudent manner while participating in any activity or travel conducted by or under the auspices of American University;
2. I represent to American University that there are no health-related reasons or other problems of which I am aware that preclude or restrict me from participating in this trip/event;
3. I hereby authorize the University to secure necessary emergency medical treatment in the event of injury or illness while participating in the trip/event; and
4. I acknowledge that I have adequate medical insurance coverage.

### **Assumption of Risk:**

I understand that participation in the trip/event is voluntary. I understand that the trip/event will to be held off campus and acknowledge that there are risks associated with traveling to and participating in the trip/event. Understanding these risks, I agree that I am knowingly and voluntarily assuming them.

### **General Release:**

I (including my parents, guardians, and legal representatives) agree that in consideration of my participation in the trip/event, I hereby agree to release, hold harmless and indemnify American University, its trustees, officers, employees, faculty and agents from any and all claims and law suits for bodily injury, death, or loss to person or property which may result from my sustained by me while participating in or arising out of any travel or activity associated with the trip/event.

I agree to conduct myself in a safe and prudent manner while participating in any activity or travel conducted under the auspices of this trip/event. I understand that while participating in any such activity or travel, I am subject to the university's *Code of Conduct*.

I have read and understand the provisions on the other side of this document and agree to be bound by them, as indicated by my signature below.

Printed name of participant: \_\_\_\_\_

Local address: \_\_\_\_\_ AU ID: \_\_\_\_\_

\_\_\_\_\_ Cell phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of a legal guardian for a student under age 18: \_\_\_\_\_

***Emergency Contact Information (must be completed):***

Name of Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_