



The Office of Student Activities, room C101, 847-543-2280

Travel Application

Paperwork deadlines:

Day Trips = due 2 weeks before departure

Travel w/ Overnight Stay = due 4 weeks before departure

For use of Office only:
Date Received:

Name of Club: _____

Today's Date: _____

Name of Conference/Event: _____

Dates of travel: _____

Name of Advisor(s) who will be traveling with students: _____

Campus Ext.: _____

Cell phone number *while traveling*: _____

Departure Time: _____

Estimated time of return to Campus: _____

Overnight Stay: Yes No

How many nights: _____

Name of Hotel and phone#: _____

Mode of Transportation: College Vehicle Rental Car Private Vehicle Other

Current club account balance (as of date of application): _____

How does this trip support the mission of the traveling club?

Attachments required:

- List of Anticipated Attendees
- Student ID(s) numbers
- Conference/Event promotional materials
- Itinerary
- Hotel Information (i.e. _____)
- Completed Registration forms: Code of Conduct, Campus Police Memo, Request to Travel Form.

If the trip IS approved, the advisor must be responsible for the following items:

- a. Hosting a pre-travel meeting with participants to go over and complete the Conditions of Participation form for each attendee.
- b. Completing and submitting the signed copies of the Code of Conduct and Campus Police Memo to Student Activities 1 week before departure.

