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[csso@aquinas.edu](mailto:csso@aquinas.edu)

1. Sponsoring Organization (ex: Department , Class or Registered Student Organization (RSO) name)  
\_\_\_\_\_
2. Faculty/Staff representative\*:
  - a. Name\_\_\_\_\_
  - b. Contact number\_\_\_\_\_ email\_\_\_\_\_
  - c. Signature\_\_\_\_\_
3. Reason for and destination of trip (ex: meeting, conference, field trip, etc. and location)  
\_\_\_\_\_
4. Date(s) of Travel  
Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Return Date: \_\_\_\_\_ Time: \_\_\_\_\_
5. Method of Travel (please circle all applicable options)
  - a. Chartered Bus
  - b. Air Travel
  - c. Public Transportation (bus/train)
  - d. Automobile (if automobile, please complete #6 Below)
  - e. Other: \_\_\_\_\_
6. Type and quantity of vehicles: (indicate all that apply or skip if no automobiles in use)
  - a. College owned \_\_\_\_\_
  - b. Rental \_\_\_\_\_
    - i. Name of Rental Agency\_\_\_\_\_
    - ii. Rental Agency phone\_\_\_\_\_
  - c. Personal \_\_\_\_\_ (please refer to Personal Car Use policy)
7. Name(s) of driver(s) (Note: all drivers must have passed the Michigan Driving Record check through Campus Safety to qualify as drivers for "College Business"):
  - a. Name\_\_\_\_\_
  - Contact number\_\_\_\_\_ email\_\_\_\_\_

- b. Name \_\_\_\_\_  
Contact number \_\_\_\_\_ email \_\_\_\_\_
- c. Name \_\_\_\_\_  
Contact number \_\_\_\_\_ email \_\_\_\_\_
- d. Name \_\_\_\_\_  
Contact number \_\_\_\_\_ email \_\_\_\_\_
- e. Name \_\_\_\_\_  
Contact number \_\_\_\_\_ email \_\_\_\_\_
- f. Name \_\_\_\_\_  
Contact number \_\_\_\_\_ email \_\_\_\_\_
- g. Name \_\_\_\_\_  
Contact number \_\_\_\_\_ email \_\_\_\_\_

8.

\*All overnight trips must have a college staff or faculty person in attendance. Any variations from this policy require the written permission of the Dean of Students and such a request must be made at least 2 weeks prior to departure. Travel Information sheets must be submitted to the Dean of Students and Campus Safety prior to departure. Student participants are responsible for all policies as outlined in the Aquinas College Student Code of Conduct while traveling on Aquinas sponsored trips.

Advisor Responsibility - Advisors are responsible for insuring the safety of participants and exercising reasonable precautions to avoid injuries. Participants disregarding the directives of the Advisor or the Student Code of Conduct, may at advisor's discretion, be sent home at the participant's expense and/or charged through the college judicial system.

Student Medical Emergencies - All students are responsible for their own health insurance. Advisors are advised to indicate this fact to all participants. Participants should bring necessary information to prove their coverage. Any medical emergency should be relayed as quickly as possible to the Campus Safety and the Dean of Students or his/her designate.