This Travel Checklist is to be utilized for all sponsored/funded student trips. This form must be completed and submitted to the Director of the sponsoring/funding department at least 5 business days prior to departure for Southwestern University to officially recognize your activity.

### Event Information

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Person completing form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date(s) of event</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Travel</th>
<th>Distance from SU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Phone #</th>
<th>Site Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depart: Day</th>
<th>Date</th>
<th>Time</th>
<th>Return: Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trip Leader(s) and Mobile Phone #(s) - (include all drivers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**Nearest Hospital at Destination**

---

**Travel Checklist Questions**

- **Will a(n) SU vehicle(s) be used for the trip?** Yes No
- **Will a(n) Enterprise vehicle(s) be used for the trip?** Yes No
- **Will one or more private vehicle(s) be used for the trip?** Yes No
- **Have all drivers completed the University’s Van Driver/Vehicle Safety Training Course?** Yes No
- **Are all drivers authorized by SUPD (per SU’s driver record review process)?** Yes No
- **Will any travel by car/van occur at night?** Yes No
- **How many vehicles will travel together as a caravan?** 1 2 3 4
- **Have all traveling students been informed of the departmental policies and procedures regarding traveling outside of the travel plans listed on this form?** Yes No
- **Have all passengers been notified that they must wear seat belts while vehicle(s) is moving?** Yes No
- **Have all drivers been notified that they should never pick up any additional passengers?** Yes No
- **Have all trip participants been notified that the transportation and/or consumption of drugs or alcoholic beverages on University sponsored trips is not allowed?** Yes No
- **Have all drivers been notified to stop every 2-3 hours for a break of at least 15 minutes outside the vehicle?** Yes No
- **Have all drivers been notified that the travel limit for SU student organizations is 6 hours of driving/day?** Yes No
- **Have all drivers been encouraged to change drivers as necessary to avoid fatigue?** Yes No
- **If using private vehicles, does department have copies of all drivers’ auto insurance?** Yes No
- **If using private vehicles, provide the owner’s name, license plate # and inspection date (see windshield sticker of TX vehicles)**

<table>
<thead>
<tr>
<th>Owner of Vehicle</th>
<th>License Plate #</th>
<th>Inspection Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Additional questions for Sport Club Trips Sponsored by SIRA:**

- **Has the Sport Club’s first aid kit been checked for completeness?** Yes No
- **Does the first aid kit include emergency information and medical history forms for everyone?** Yes No
Lodging Information
If spending the night, list overnight lodging place for each night:

<table>
<thead>
<tr>
<th>Place</th>
<th>Address</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place</th>
<th>Address</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Roster Information
In alphabetical order, please list all students, faculty, staff, advisors and/or other University personnel traveling on the trip. Please designate those who plan to drive by placing an asterisk ‘*’ next to the person’s name, designate those who wish to travel outside of this plan by circling the person’s name. **Note:** All those individuals traveling separately will need to submit a Travel Release Form at least 48 hours prior to departure. Anyone submitting a Travel Release must meet to discuss his/her travel plans with SU faculty/staff member receiving this form before such a Travel Release can be approved.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________
10. ____________________________
11. ____________________________
12. ____________________________
13. ____________________________
14. ____________________________
15. ____________________________
16. ____________________________
17. ____________________________
18. ____________________________
19. ____________________________
20. ____________________________

Below This Line For Office Use Only
Please forward a copy of this completed form to following offices:

____ Dean of Students (Always Required) __________________ Department Chair (Travel Sponsored by Academic Departments only)
____ SUPD (Always Required) __________________ Provost (Travel Sponsored by Academic Departments only)

Contact Information for Sponsoring SU Department:
Dept: __________________ Dept. Contact: __________________ Contact Phone: __________________

Clery Act Checklist – Were SU funds used for trip? ________ Did students spend one or more nights? ________

If yes to both questions, then insert date Clery Google Form was completed __________________

Revised April 2017