

**SOUTHWESTERN UNIVERSITY**  
University Sponsored Student Travel Checklist

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

Date Submitted \_\_\_\_\_ Person completing form \_\_\_\_\_

Organization \_\_\_\_\_ Event \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Destination \_\_\_\_\_

Method of Travel \_\_\_\_\_ Distance from SU \_\_\_\_\_

Site Phone # \_\_\_\_\_ Site Contact Person \_\_\_\_\_

Depart: Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Return: Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Trip Leader(s) and Mobile Phone #(s) - (include all drivers) \_\_\_\_\_

Nearest Hospital at Destination \_\_\_\_\_

**Travel Checklist Questions**

- Will a(n) SU vehicle(s) be used for the trip? Yes No
- Will a(n) Enterprise vehicles be used for the trip? Yes No
- Will one or more private vehicles 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)

Owner of Vehicle	License Plate #	Inspection Due Date

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:

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Place	Address	Phone #
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Place	Address	Phone #
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## 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.

**Notes:** #1 - *Students traveling separately from the group will need to submit an Alternate Travel Waiver at least 48 hours prior to departure. A student who submits a Travel Waiver must discuss their travel plans with SU staff member receiving this form before the Travel Waiver can be approved.*

#2 – *All students listed below will be emailed a Pre-Trip Agreement (as a Google Form) that must be completed 3 days prior to departure.*

1. \_\_\_\_\_ 11. \_\_\_\_\_

2. \_\_\_\_\_ 12. \_\_\_\_\_

3. \_\_\_\_\_ 13. \_\_\_\_\_

4. \_\_\_\_\_ 14. \_\_\_\_\_

5. \_\_\_\_\_ 15. \_\_\_\_\_

6. \_\_\_\_\_ 16. \_\_\_\_\_

7. \_\_\_\_\_ 17. \_\_\_\_\_

8. \_\_\_\_\_ 18. \_\_\_\_\_

9. \_\_\_\_\_ 19. \_\_\_\_\_

10. \_\_\_\_\_ 20. \_\_\_\_\_

Below This Line For Office Use Only

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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 August 2019**