

TRAVEL INFORMATION & APPROVAL SHEET

This form must be completed at least three weeks before the intended trip and signed by the student coordinating the trip, the Club/Organization advisor and the Student Government Association advisor. In addition, an official **MCLA Travel/Leave Requisition** form must be completed by the Student Government Association Administrative Assistant as well as any other required paper work.

Once this form is completed and approved, copies will be made and distributed to all participants of the trip. One copy will be kept on file in the SGA office.

Destination Information

Name of
Destination: _____

Address of
Destination: _____

Phone Number: _____

Name under which reservations are listed: _____

Date(s): _____

MCLA Van(s) Driver(s): _____

Trip Advisor Information

Is your advisor or a member of the MCLA Faculty/Staff attending the trip?* (please circle one): Yes No

*Please note: in some cases a trip advisor may be required in order for the trip to be approved. If it is determined that an advisor is required, and one has not been indicated as attending, you will be notified by the SGA advisor.

If Yes, please fill in below:

Name of Trip
Advisor: _____

Position: _____

Phone Number: _____ E-mail Address: _____

Date(s): _____

Participant Information

Student Coordinating the Trip: _____ Phone Number: _____

Students Attending the Trip (please list each student – use an additional sheet if needed):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Students are reminded that, even though their trip may take them off campus, they are still responsible for, and will be held accountable to, all policies and procedures as outlined in the College Student Handbook.

Student Coordinator Signature: _____ Date: _____

Club Advisor Signature: _____ Date: _____

Student Development Director Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Received by: _____

Advisor Contacted

Copy Distribution

File

Participants

Public Safety

Other _____