

MUSKINGUM UNIVERSITY
Information Form for Student Travel

This form should be completed by the staff member arranging an off-campus student travel. ***PRIOR TO TRAVEL, THIS COMPLETED FORM, WITH SIGNED WAIVER FORMS ATTACHED, MUST BE SUBMITTED TO THE VPSA's OFFICE FOR APPROVAL.***

Staff member(s) responsible for travel arrangements: _____

Staff member(s) contact information during travel: _____

Travel destination(s): _____

Departure date, time and location: _____

Return date, time and location: _____

Purpose of travel: _____

Mode of transportation: University vehicle Private car

Commercial transportation Other: _____

Drivers: _____

Lodging information (if required): _____

Students traveling: (continue on the reverse, if needed)