

MUSKINGUM

U N I V E R S I T Y

TRAVEL FOR STUDENT ACTIVITIES Notice of Travel Form

INSTRUCTIONS: This form must be completed by the employee organizing travel for an academic or University-supported activity. At least two weeks prior to overnight travel, submit this form to the area vice-president, or designee. **Attach (1) a list of travelers; (2) each original signed Student Travel Waiver and Release Form; and (3) a travel schedule, if travel is recurring.**

All travel must be conducted in accordance with the University's COVID Health and Safety Policies. For further information, please see the [Student Travel Policy](#) and the [Student Travel Policy Addendum](#).

Employee organizing travel arrangements: _____

Employee's contact information during travel: _____

Recurring Travel One-Time Travel; date of travel _____

Traveling to: _____

Purpose of travel: _____

Mode of transportation (mark all that apply):

University-owned or leased vehicle Commercial bus/mini-bus
 Private vehicle(s) Other: _____

Lodging information (name of facility, address, phone number, and check-in/check-out dates):

***** For Office Use Only *****

- Form complete.
 Form incomplete. Please correct by

**Request for Policy Waiver
(explain why a waiver is being requested)**

Waiver: Approved Not approved

Area Vice-President Date

