Knox College: Campus Life

Travel Information Form

1. Fill in all information, including the passenger and staff roster on page 2.
2. Bring competed form to the Campus Life office for review *at least by noon of the day of travel, or the Friday before if travel is happening over a weekend.*

Sponsoring Organization: _____

Trip Leaders(s): _____

Cell Phone (for contact during the trip): _____

Driver : _____   This driver has submitted a copy of their license □
Driver : _____   This driver has submitted a copy of their license □
Driver : _____   This driver has submitted a copy of their license □
Driver : _____   This driver has submitted a copy of their license □

Destination: (for example, Figge Art Museum) _____

Destination Address: _____

Destination City/ State: _____

If there are multiple destinations, list dates, places and contact numbers on back of this form.

Leaving Campus: **Date**: _____   **Time**: _____
Returning to Campus: **Date**: _____   **Time**: _____

Mode of Transportation:
   □ Personal vehicle (*provide copy of driver's license and insurance card)*
   □ College vehicle (**Reservations made through the Campus Life Office)**
   □ Commercial airline, bus, or train – Travel Info: _____
   □ Other: _____

Purpose of Trip: _____
   □ Check here if this is a community service related trip

By signing below, I certify that the organization I represent has agreed to sponsor this trip and will take responsibilities for conducting it according to the College policies governing such matters.
   Trip Leader(s): _____ **Date**: _____

By signing below, I acknowledge that I have reviewed the *Knox College Travel Policies* and this *Travel information form* with the trip leader(s).
   Advisor/ Coach Name (Please Print): _____
   Signature: _____ **Date**: _____

KNOX COLLEGE: CAMPUS LIFE TRIP ROSTER

CLEARLY PRINT THE INFORMATION OF ALL PASSENGERS

Club Name: _____ Total Number of People going on a Trip: _____

Name	ID #	Current Residence and Room Number