



Travel Request Form

Center for Student Involvement
Spring Hill College
Student Center Room 231
251.380.3027 (phone)
251.460.2112 (fax)
csi@shc.edu

Organization Information

Sponsoring Organization: _____

Travel Contact: _____

Email: _____ Phone: _____

Organization President: _____ Email: _____

Organization Advisor: _____ Email: _____

Travel Information

Event: _____ Location: _____

Departure date/time: _____ Return date/time: _____

Benefit of Trip to the organization and Spring Hill College:

Form Submission

Submission Instructions: This form should be submitted by email to the Center for Student Involvement at csi@shc.edu. To submit, please save the completed and signed form and send as an email attachment to the above address. Paper forms or forms that are incomplete will not be accepted.

Attachments: This form should be submitted with the following documents in electronic form: (1) A completed Travel Waiver Form listing the names, ID numbers and signatures of all students participating in travel, (2) A completed *Personal Vehicle Use Waiver* for each driver, if applicable and (3) a travel itinerary to include the following:

- Name, address, and phone number of the destination
- Flight, bus, or train reservation number(s), if applicable
- Dates and times of departure, arrival, and return
- A copy of conference or event schedule, if applicable
- Proposed route to be followed, if driving (i.e. I-10 to New Orleans)

Certification: The signature below certifies that all information on this form is accurate and up-to-date and that this organization is active and conducts its affairs in accordance with all applicable laws and College policies.

Signature: This form must be signed and submitted by the president of the student organization as listed above.

President's Signature: _____