

Travel Monitor Name and Affiliation with Group:

Academic Department or Student Organization Name:

Reason for Travel:

| <i>Mode(s) of Ground Transportation Check all that apply</i> | <i>Applicable Requested Information</i> |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> UC Transportation van, bus or automobile | |
| <input type="checkbox"/> UC Org Unit Vehicle (provide unit name) | |
| <input type="checkbox"/> Private Automobile(s) (provide license no(s) and owner names) | |
| <input type="checkbox"/> Chartered bus/vehicle (provide company name, address, phone and name of UC employee booking reservation) | |
| <input type="checkbox"/> Other (provide carrier contact information and name of UC employee booking reservation) | |

Travel is: ☐ Domestic ☐ International

Travel Dates:

Destination(s):

to

to

to



Student Travel Group Authorization & Contact Form

Flight information (or attach airline itinerary)
(include airline name, flight numbers and dates/times of travel)

Accommodations
(include facility name(s), address(es) and phone number(s))

Will a faculty member or advisor be accompanying the students on the trip? ☐ Yes (provide name, email and phone no.) ☐ No

Submitted by:

Travel Monitor's Signature/Date

Submitted to:

Print Name

Campus Contact Signature/Date

Authorized by:

Print Name



Sponsoring Department/Organization/Date

Print Name

Travel Roster (please print or type)[illegible]