Student Affairs

Student Travel Approval Form

Student Travel paperwork is required for trips **OVER 25 MILES**. For insurance purposes, Oregon Tech requires travel paperwork to be completed **10 DAYS PRIOR** to travel. Each trip requires only one Travel Approval Form regardless of how the students are traveling. For student travel related to an academic program (conference, academic club competition) assistance is available from an academic support staff person for making travel arrangements and payment. For student travel not related to academics (campus club, ASOIT) assistance is available in the Campus Life Office for making travel arrangements and payment.

Hotel, Rental Car, Flight and Registration Fee must be arranged and paid for prior to travel. These arrangements can be made prior to submitting this form. Keep receipts for parking, taxi, shuttle and/or fuel to submit for travel reimbursement. Student meals are not reimbursable. If a faculty advisor attends the trip, they may check out a Club Pcard from Campus Life or Student Affairs to purchase meals during the trip.

If student travel is international in nature, please contact **Risk Management** for more information and instruction.

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| Campus:  Klamath Falls  Wilsonville  La Grande  Salem Today’s Date: | |
| Date of Trip:        Individual Travel  Group Travel **List all travelers on back of form** | |
| Purpose of Trip: | |
| Oregon Tech employee making travel arrangements: | Advisor/Faculty for group: |
|  |  |
| Destination: | Club or Department: |
|  |  |
| Transportation (Check all that apply): | |
| Flying  Train  Driving Personal Car  Driving Rental Car | |
| Lodging Name and Address: | |
|  | |
| Will the trip use Oregon Tech Funds? | If yes, List Amount and Index Approved: |
| Yes  No | Amount:       Index: |
| Please check that the following forms have been submitted to **Campus Safety, Cornett Room 231**: | |
| Each driver must have a current Driver Certification Form (annual form September 1 – August 31)  All students traveling must be listed on the Student Travel Itinerary-Emergency Contact Waiver Form  Driver Certification Form  Student Travel Itinerary-Emergency Contact Waiver Form | |

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| **Budget Authority Signature Date** |
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| **Vice President for Student Affairs Signature Date** |
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Please list all travelers for this trip regardless of different travel arrangements. Provide departure date/time and return date/time for each individual traveler. Please keep in mind that students may only drive up to a 7-passenger vehicle and only 300 miles per driver per day.

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| --- | --- | --- | --- | --- | --- |
| Student First and Last Name | Student ID | Driver or Passenger | Cell Phone Number | Departure Date/Time | Return Date/Time |
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