

Student Travel Checklist

- _____ An appropriate administrator has approved the travel. (Provost or designee, Academic Dean, Department Chair, Vice President, Student Affairs Dean, or Director of Student Development.)
- _____ A chaperone was confirmed; or the group has received special permission from an appropriate administrator to travel to the event or activity without a chaperone.
- _____ One of the student participants, or the chaperone, has completed the Student Travel Registration form on behalf of the group.
- _____ If using a University vehicle, one or more of the travel participants are “approved driver” status with the University Police.
- _____ Every participant on the trip has completed an Off-Campus Travel Waiver.
- _____ In the case of overnight trips, every participant has submitted a Lodging Consent Form to the Chaperone.