



**Baker
College**

**Baker College Student Activities Travel Itinerary Request
Form**

The following rules and regulations govern planning for official, college-sanctioned travel with registered student organizations at Baker College:

Registered student organizations planning travel must submit a copy of the Travel Itinerary Request Form (including a preliminary participant list) **15 days** in advance of any requested dates of travel to the Director of Student Affairs. This form must be approved before any funds will be released for accommodations or the booking of travel or registration requirements. A final participant list and all waivers must be given to the Director of Student Affairs **prior to 5:00pm one business day before** the trip.

Trip Originator Information

Sponsoring Student
Organization: _____

Trip Purpose (please share detail):

Student Organization
Representative: _____

Position: _____ Email: _____

Cell Phone: _____

Advisor's Name: _____ Phone: _____

Date(s) of Travel: _____ Destination: _____

Departing from (location) _____

Mode of Travel

Chartered Bus-Company Name: _____

Plane-Requested Carrier: _____

Departure City/Airport: _____ Arrival City/Airport: _____

Car or Van Rentals-Company Name: _____

Personal Auto: Note: If individual decides to drive his/her own personal vehicle, the vehicle owner's insurance policy will provide coverage.

Other (Metro/walk/etc.): _____

Departure Time(s): _____ Return Time(s): _____

Overnight Accommodations

N/A- Day trip only

Name of Hotel/Motel: _____ Phone: _____

Address: _____

Fax: _____ # of guests/room: _____ # of rooms: _____

Trip Participants

Please complete the grid for all participants (students and staff) going on trip. Add additional pages if needed. For participants traveling via plane, all information should be the same as the form of identification you will use for check-in.

PARTICIPANT NAME	UIN	CELL PHONE	DOB (plane travel only)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approval Signatures

Approved

Denied

Student Organization Advisor (Please Print)

Student Organization Advisor Signature

Date

Approved

Denied

Director of Student Affairs (Please Print)

Director of Student Affairs Signature

Date