MUSKINGUM UNIVERSITY
Information Form for Student Travel

This form should be completed by the staff member arranging an off-campus student travel. **PRIOR TO TRAVEL, THIS COMPLETED FORM, WITH SIGNED WAIVER FORMS ATTACHED, MUST BE SUBMITTED TO THE VPSA’s OFFICE FOR APPROVAL.**

Staff member(s) responsible for travel arrangements: ____________________________________________

Staff member(s) contact information during travel: ____________________________________________

Travel destination(s): ________________________________________________________________

Departure date, time and location: ______________________________________________________

Return date, time and location: _________________________________________________________

Purpose of travel: ________________________________________________________________

Mode of transportation: ☐ University vehicle ☐ Private car
☐ Commercial transportation ☐ Other: __________________________

Drivers: ____________________________________________________________

Lodging information (if required): _________________________________________________

Students traveling: (continue on the reverse, if needed)

__________________________________________________________________________

__________________________________________________________________________