Unity College – Travel Request Form

This form must be submitted 72 hours before departure to your club advisor and to the Dean of Student Affairs.

PURPOSE OF THIS FORM

- **to help reduce liability and promote safe travel through careful planning**
- **to provide immediate family members with information in the event of an emergency**
- **to provide the clubs program with your travel plans**

Driver Names	College Vehicle Y/N ?

Club Name: _____
Event: _____
Location: _____
Phone: _____
Dates: _____ to _____

Club Members Traveling

Housing
(Name/ Location/Phone):

_____
_____
_____
_____
( ) _____

WHO COMPLETES THIS FORM

- **Club representative of any club traveling in personal vehicles, college vehicles, or public transportation**

AGREEMENT

- **Club officers who sign this form agree for themselves and all travelers to abide by all universal safe driving rules to prevent accidents, including supervising the operation of all vehicles by qualified, licensed, insured drivers who are not under any drug influence and are capable of enacting driver/passenger road safety laws**

Signature of Officer: _____
Date: _____
Phone Number: _____

Sig. of Club Advisor: _____
Date: _____