

STUDENT ORGANIZATION TRAVEL REGISTRATION FORM

This form is to be completed by organizations traveling on behalf of Belmont University. An event registration form must accompany this form. It must be submitted at least 14 days prior to the date of travel. Please complete the following and return it to the Assistant Director of Student Activities two weeks prior to the scheduled event or solicitation.

Organization Information

Name of Organization _____ Today's Date _____
Contact _____ Phone _____
Email _____

Travel Information

Date(s) of Travel _____ Destination _____
Approximate one-way distance (in miles) _____ Will you be staying overnight? _____
If staying overnight, where will you be staying? _____
State your purpose for travel (please be specific): _____

If applicable (staying overnight or traveling more than 150 miles one-way) please list the Belmont faculty or staff advisor that will be joining your organization: _____

Mode of Transportation (please check)

- University Vehicle(s)**
University vehicles are rented through Plant Operations. Please call them at (615)460-6670 or email plantops@mail.belmont.edu for more information.
- Personal Vehicle(s)**
Each driver must fill out a Motor Vehicle Record form and have the report run before the organization travels. These forms can be found on the Plant Operations website (navigate to this site using your BIC account). Complete the forms and turn them into the Office of Campus Life with this form. A copy of the driver's license and proof of insurance must accompany the application. Allow five business days to obtain MVR approval; you must have this approval before you travel. Please list the name(s) of the drivers for the group's travel (use the back if necessary):

- Public Transportation**
Please list the public transportation you will be using (i.e. plane, bus, etc)

Signatures

We have read The Bruin Guide and the Student Leader Handbook and we agree to abide by all policies and procedures listed therein as well as other Belmont policies. We understand that failure to follow Belmont policies may result in the loss of status as a reorganized organization.

Organization President's Signature and Date

Organization Advisor's Signature and Date

Checklist – these items must accompany this form

- Event Registration form
 Copy of each traveler's Assumption of Risk form
 Copy of each traveler's Medical Information form
 Travel itinerary

Office Use

Date Received _____

Approval Status _____

Approval Signature _____

Date Group Notified _____