Registered Student Organization (RSO) Travel Request Form

Student Organization Name _____

Travel Purpose _____

Destination _____ Travel Date(s) _____

Address: _____

Departure Time _____ [ ] AM [ ] PM Return Time _____ [ ] AM [ ] PM

Advisor's Name _____ Number of Travelers _____

Advisor's Signature _____ Date _____

Transportation options:

[ ] Requesting a college vehicle and driver
[ ] Requesting a college vehicle (advisor will drive)
[ ] No college vehicle needed

For all travel please attach:

[ ] Meeting minutes with approved travel
[ ] Travel brochure/information
[ ] RSO Expense Approval Form (if applicable)

Meeting minutes and supporting documents must be included with this submitted form.

By completing the following, I agree to abide by the Lansing Community College Student Code of Conduct and hereby fully release Lansing Community College as to account of any losses, expenses or damages which may result from my participation in the student organization travel listed above unless such damage or injury is the direct result of a negligent act or omission by LCC and not caused in part by my own negligence.

Advisor must accompany the student organization during the entire travel.

Print Name	**LCC Username** (@mail.lcc.edu)	**Signature**	**Date**

(Over)

Office Use:

Student Life Coordinator _____ Date _____

Student Life: GB 2202

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