

# Student Travel Registration Form

This form must be completed at least three days prior to any travel on a student organization-sponsored trip taking place outside Erie County. This includes programs sponsored by SGA, SAF, and/or club non-allocated funds.

Trips also require that each participant complete a Conduct Standards Agreement. Students who fail to submit required information will not be allowed to participate.

The information below is required for each traveler. The emergency contact on file will be contacted in the event of an emergency. Emergency contact information can be updated on eLion. Additional travelers may be attached on a separate sheet. A detailed itinerary must also be submitted and changes should be communicated immediately.

	Name of Traveler	Student ID	Phone	User ID (xyz123)	Birth Date (air travel only)
1.					
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### For Office Use Only

Student Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Travel Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Mode of Transportation:  Air  Bus  Train  Rental Car(s)  Personal Car(s)  Fleet Vehicle

Funding: SGA SAF Non-all                      Itinerary Received: Y or N                      Required Info Received: Y or N

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Do not sign until all required information is received.

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## Additional Travelers

	Name of Traveler	Student ID	Phone	User ID (xyz123)	Birth Date (air travel only)
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