Wichita State University
Office of Vice President for Campus Life and University Relations
University-Sanctioned Student Travel Registration Form

Print and complete this form. Submit the completed form to the Office of Vice President for Campus Life and University Relations, Campus Box 95, at least one week prior to the date of departure. Please note that the signature line must be completed by the University official authorizing the travel <u>before</u> submitting the form to the Office of Vice President for Campus Life and University Relations.

University-sanctioned student travel occurs when the destination activity or event is away from the University's campus and all the following criteria are met:

- University resources are used to fund the travel, in whole or in part.
- A vehicle owned or leased by the University is used for the travel and/or public or commercial transportation is used.
- A University employee, serving in his or her official capacity, approves the travel.
- A University-Sanctioned Student Travel Registration Form that lists all travelers is completed, signed by a University employee serving in his or her official capacity, and submitted to the Office of Vice President for Campus Life and University Relations at least one week prior to the departure date.

(*WSU Policies and Procedures Manual, Section 8.13*)

University department planning or approving the travel: _____

Source and amount of University resources used to fund the travel: _____

Purpose of travel: _____

Means of travel: _____

Destination: _____

Date of departure: _____

Date of return: _____

_____   _____
Signature of University official authorizing the travel   Date

_____   _____
Printed name of University official authorizing the travel   Phone Number

List all travelers <u>including University employees</u> (if any). Use page 2 if additional space is required.

Name	Student or Employee	myWSU ID	Emergency Contact	Emergency Contact Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name	Student or Employee	myWSU ID	Emergency Contact	Emergency Contact Phone Number
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