

Wichita State University University-Sanctioned Student Travel Registration Form

Print and complete this form. Submit the completed form to the Office of the Vice President for Student Affairs, 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 before submitting the form to the Office of the Vice President for Student Affairs. The form can also be submitted by fax to 316-978-3366.

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 the Vice President for Student Affairs 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 including University employees (if any). Use page 2 if additional space is required.

***There must be an emergency contact name and phone number for every member of the traveling party, and the emergency contact must be someone who is not in the traveling party.**

Name	Student or Employee S or E	myWSU ID	Emergency Contact*	Emergency Contact Phone Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

