

Please print or type all responses



Travel Monitor Name and Affiliation with Group:
Academic Department or Student Organization Name:
Reason for Travel:

Mode(s) of Ground Transportation <i>Check all that apply</i>	Applicable Requested Information
<input type="checkbox"/> UC Transportation van, bus or automobile	
<input type="checkbox"/> UC Org Unit Vehicle (provide unit name)	
<input type="checkbox"/> Private Automobile(s) (provide license no(s) and owner names)	
<input type="checkbox"/> Chartered bus/vehicle (provide company name, address, phone and name of UC employee booking reservation)	
<input type="checkbox"/> Other (provide carrier contact information and name of UC employee booking reservation)	

Travel Itinerary

Travel is: ☐ Domestic ☐ International

Travel Dates: _____ Destination(s): _____

_____ to _____

_____ to _____

_____ to _____



Student Travel
Group Authorization & Contact Form

Flight information (or attach airline itinerary) <i>(include airline name, flight numbers and dates/times of travel)</i>
Accommodations <i>(include facility name(s), address(es) and phone number(s))</i>

Will a faculty member or advisor be accompanying the students on the trip? ☐ Yes (provide name, email and phone no.) ☐ No

Submitted by:

Travel Monitor's Signature/Date _____ Print Name _____

Submitted to:



Campus Contact Signature/Date _____ Print Name _____

Authorized by:



Sponsoring Department/Organization/Date _____ Print Name _____

Travel Roster (please print or type)[illegible]