

Student Travel Notification Form



Please print, obtain appropriate signatures, **attach your flight itinerary** & submit this form **no less than 7 days before travel**

You only need to complete this form if you are traveling overnight to an event that is paid for (fully or partially) through a WesternU account (Club, Class, SGA, College etc.)

The information provided on this form will ensure that we know where you are and how to contact you in case of an emergency. It will also help you to notify all appropriate parties of your travel.

Traveler's Name (Required): _____

Traveler's WesternU ID (Required): _____

Traveler's Cell Phone (Required): _____
(or phone number where you will be staying)

Club/Class/SGA/College Funding Your Travel (Required): _____

Conference/Event Name (Required): _____

Conference/Event Venue or City (Required): _____

Date of Departure (Required): _____

Date of Return (Required): _____

Please note: If you are driving your personal vehicle to this event, you are not covered by the University's auto policy. If you are involved in an automobile accident, you will need to file a claim with your personal insurance carrier.

I have attached my flight itinerary _____
Traveler's Initials

OR

I am driving to this event _____
Traveler's Initials

Signature of Traveler

Print Name

Date

Student Affairs Professional (SAP)

Date

SAP = Dr. Schilling or Tiffany Witherspoon (CAHP: DPT), Roy Guizado or Angela Marcrum (CAHP: MSPA), Sean Rowan (CDM), Mitzi McKay (CGN), Ann Ellis (CO), Dr. Kalousek (COMP), Dirk Foley (COMP-Northwest), Mark Iannuzzo (COP), Amber Del Pozo (CPM), Dr. Bossong (CVM), Jodi Olson (GCBS)

Signature of University Student Affairs/COMP-Northwest Student Affairs Representative

Date

REMEMBER

If you are being reimbursed through any WesternU account, you must submit **original/itemized** receipts for all travel expenses incurred and submit them with your [Student Reimbursement Form](#) when you return. **You will not be reimbursed** for travel if you do not submit this student travel notification and prior to departure!

Return this form to University Student Affairs (Student Services Center) or COMP-Northwest Student Affairs (Rm 246)