



## Student Travel Form

**Purpose:** This form is to be utilized by the Trip Coordinator/Organizer when:

- a student trip is over 25 miles from UHCL (2700 Bay Area Boulevard, Houston, Texas 77058); and
- is either required by the University/sponsoring entity or University funds are being used.

The trip coordinator or organizer is responsible for collecting and submitting all required information, including but not limited to, the student traveler roster, emergency contact information, Release and Indemnification Agreement forms, and Motor Vehicle Record (MVR) checks. This Student Travel Form and all required information outlined on this form must be submitted to the Dean of Students office **no less than two weeks in advance** of the student travel date. This travel information will also be shared with the UHCL Police Department, for Clery Reporting purposes.

**Reminder:** The University requires an updated **MVR check** on UHCL employees and students authorized to operate a vehicle owned or leased by the University. MVR checks must be requested and approved through the UH Risk Management area, via their [request form](#) (located in Section 3.2 of the Student Travel policy), prior to any trip being approved or authorized. MVR checks are not required for individuals driving their own personal vehicles for student travel purposes.

**Trip Organizer Name:**

**Trip Organizer Role:**                      **Faculty**                      **Staff**                      **Student**

**Trip Organization Contact Information:**    Email:    Phone:

**Purpose of Travel:**

**Destination:**

**Date(s) of Travel:**

**Housing Accommodation information:**

- Name of Housing:
- Housing Address:
- Phone Number:

**Mode of Transportation:**

\*15-Passenger Vans are prohibited per UH System policy.

**Is this trip over 25 miles away from UHCL?**                      **Yes**                      **No**

**University funded?**                      **Yes**                      **No**

**Is the trip required by the University and/or Organization?**                      **Yes**                      **No**

**Total Number of Travelers:**

**Student Traveler Roster Information:**

First and Last Name	UHCL ID Number	Phone Number	Emergency Contact Info (Name and Phone Number)	Release Form?

**Travelers Serving as Drivers:**

First and Last Name	MVR Record Check (if needed)	Over 18 Years of Age? (Yes/No)	Driver's License State and Number	Proof of Car Insurance? (Yes/No)

**Travel Form Submission Date:**

**Trip Organizer Signature:**

**Dean of Students Office Signature (Office Use only):**