

VOLUNTARY STUDENT TRAVEL APPROVAL FORM

INSTRUCTIONS:

- ▶ This form is to be completed by a USA faculty or staff member.
- ▶ Student travel for **any voluntary, USA-sponsored purpose** must be approved by the Vice President for Student Affairs/Dean of Students **prior** to the trip. Complete and submit this form to the Division of Student Affairs. It can be faxed to 460-6157.
- ▶ After approval, if necessary, a “Release From Liability” form will be sent to you by the Attorney’s Office. The release form must be copied and provided to each student to sign **prior to the trip**. Release forms should be collected prior to travel and submitted to the College/School or Departmental office.

Participants: Graduate Students Undergraduate Students Both

Organization Name: _____
(USA College/School/Department or student organization sponsoring trip)

Travel Dates: _____ / _____ / _____ to _____ / _____ / _____

Purpose of Trip: _____

Destination: _____

Transportation: Private Vehicle Rental Vehicle Chartered Bus (non-USA)
USA Vehicle Commercial Airline Other _____

NOTE: If rental vehicle is used, the “University of South Alabama Policy Regarding Rental Vehicles” (located under the “Forms” section of the Student Affairs website) must be signed by the faculty or staff member and submitted with this form.

NOTE: Students must be notified of expected conduct, including the alcohol policy.
Date of Notification/Expected Date of Notification: _____

Signature of Faculty/Staff Member

Printed name of Faculty/Staff Member

Faculty/Staff Member phone number

Faculty/Staff Member e-mail address

Signature of Department Chair or Dean of College/School

Date

Approved by VP for Student Affairs/Dean of Students

Date

Request forwarded to Attorney’s Office for Release From Liability Form _____

OR

Request returned to Faculty/Staff Member (Release From Liability Form not necessary) _____
(Faculty/Staff Member to retain this form for three years from date of trip)