

**XAVIER UNIVERSITY STUDENT CLUBS AND ORGANIZATIONS
TRIP APPROVAL/TRAVEL ITINERARY
Effective August 2009**

This Trip Approval/Travel Itinerary Form must be submitted to J.B. Bailey in the Office of Student Involvement (GSC 210) on behalf of the group planning the travel no less than 14 business days prior to the travel.

This form must be approved before any funds for travel will be disbursed or reimbursed.

Trip Originator Information

Club/Organization/Student Working Group: _____

President/Leader Name: _____ Phone: _____

E-Mail: _____ Cell Phone: _____

Date(s) of Travel: _____ Destination: _____

Reason for Travel: _____

Mode of Travel

Chartered Bus Bus Company Name _____

Plane Airline and Flight Numbers _____

Departure City/Airport _____ Arrival City/Airport _____

Car or Van rentals Rental Company _____

Note: If the rental is in Xavier's name, driver renting needs to have university driver authorization in place. If the rental is in the name of an individual, that individual's insurance policy provides coverage.

Personal Auto

Note: If individual decides to drive his/her own personal vehicle, the vehicle owner's insurance policy will provide coverage.

Other - _____

Departure Time(s): _____

Arrival Time(s): _____

Overnight Accommodations

Name of Hotel/Motel: _____ Phone: _____

Address: _____ Fax: _____

Xavier University Employee Chaperone Attending

Name: _____ Phone: _____

XU ML#: _____ Cell Phone: _____

Role at XU: _____ E-Mail: _____

