

**Florida Atlantic University
Student Group
Travel Registration Request Form**

IMPORTANT NOTICE ON GRADES FOR TRAVEL: All students traveling as part of a FAU club or organization are considered student leaders. Because of this, students must meet the minimum qualification for student leaders as seen on Part 1, page 7 of the Clubs and Organization Manual.. Therefore, all students traveling must have a minimum Cumulative GPA of 2.0 and be a registered FAU student for the current semester. *The appropriate office will check grades and registration at the time of submission. **NOTE: Submission of this form must be at least 7 BUSINESS days before departure date or travel reimbursement will not be allocated. NO reimbursements will be given for prior travel. A Program Registration Form must also be filled out when traveling.**

Date of Submission: _____

Section A: General Information

Student Group/Club/Organization: _____

Contact Person _____

Phone #: _____ Alternative Phone #: _____

Section B: Transportation Information

Type of Vehicle (Circle): Car pool / Van / Boat / Plane

Note: Rental of a Budget Van, plane, or a charter boat must be done 2 weeks prior to the departure date. Person driving a school or a budget van fills out bottom, which should be accompanying with drivers' license.

	Driver(s) Name	Driver License #	Student #
1.	_____ S/N	_____	____ - ____ - ____
2.	_____ S/N	_____	____ - ____ - ____
3.	_____ S/N	_____	____ - ____ - ____
4.	_____ S/N	_____	____ - ____ - ____
5.	_____ S/N	_____	____ - ____ - ____

Section C: Travel Information

Purpose of travel (detailed reason traveling: game, seminar, conference, etc.) _____

How will this trip benefit the University Community? _____

Traveling From: _____ Traveling to: _____

Date of Departure: _____ Estimated time of Departure: _____

Section F: Travel Roster

The following club members will be attending this trip. Please print neatly!

Name	Social Security Number	Age	Phone Number Where You Can Be Reached at Time of Trip	Emergency Contact /Relationship	Emergency Contact Phone Number
1.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
2.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
3.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
4.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
5.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
6.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
7.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
8.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
9.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
10.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
11.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
12.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
13.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
14.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____
15.	____ - ____ - ____		____ - ____ - ____		____ - ____ - ____