



WILLAMETTE  
THE FIRST UNIVERSITY IN THE WEST

## Willamette University Trip Information Form

1. Fill in all information, including passenger and staff list on page 2
2. Bring completed form to Office of Campus Safety for review *at least 2 hours prior to departure or by Friday at 3pm for weekend travel.*

Sponsoring Organization: \_\_\_\_\_ Trip Leader(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone (this trip): \_\_\_\_\_

Driver: \_\_\_\_\_ This driver has passed the Safe Driver Program test  **(required)**

Driver: \_\_\_\_\_ This driver has passed the Safe Driver Program test  **(required)**

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Driver: \_\_\_\_\_ This driver has passed the Safe Driver Program test  **(required)**

Destination (for example, Linfield College, Portland Art Museum): \_\_\_\_\_

Destination Address: \_\_\_\_\_

Destination State/Country: \_\_\_\_\_

*If there are multiple destinations, list dates, places and contact numbers on back of this form.*

Leaving Campus: date: \_\_\_\_\_ time: \_\_\_\_\_

Returning to Campus: date: \_\_\_\_\_ time: \_\_\_\_\_

Mode of Transportation:

- Personal vehicle (*provide copy of driver's license and insurance card*)
- University vehicle
- Commercial airline, bus or train -- Flight Info (*if applicable*):
- Other \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

- Check here if community service related trip

By signing below, I certify that the organization I represent has agreed to sponsor this trip and will take responsibility for conducting it according to the University policies governing such matters.

Trip Leader(s): \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I acknowledge that I have reviewed the *Student Travel Procedures & Best Practices* with the trip leader(s).

Advisor/Coach Name (*please print*) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Campus Safety Use Only*

Checked by \_\_\_\_\_

Date Rcvd \_\_\_\_\_

