Ball State University, Muncie, Indiana

Student Travel Notice

This notice will be filed in the Department Office or appropriate administrative office at least 3 class days before the travel begins:

The students listed below are approved for travel with:

Instructor(s): _____ Department: _____

Class or group sponsoring trip: _____

Purpose of trip: _____

Destination: _____

Date Leave: _____ Time: _____

Date Return: _____ Time: _____

Mode of transportation:

Note: The use of public transportation is preferred. If private cars are used, the driver's auto insurance coverage will be subject to response to any claims should an accident occur.

List students alphabetically:

Student=s Name	Name of Emergency Contact	Phone# of Emergency Contact

If you need additional lines, please use a blank sheet of paper.

Student Responsibility: No student is "excused" from class because of trips or visits. It is assumed that a student will have the opportunity to make up missed classwork. The student is responsible for showing a copy of this notice, at least three class days before the field trip, to any instructor whose class is missed and for arranging appropriate make-ups with the instructor.

In case of an emergency after normal work hours, contact Public Safety at 765-285-1111.

The Department Office will distribute copies to the Dean's Office or appropriate administrative office, Insurance Risk Management, and Public Safety.

Signatures:

Instructor(s)/
Administrator/Coach: _____

Dept. Head: _____ Administrative Head: _____

Date Filed: _____

* The Athletic department will handle all of their own forms, and in the case of an emergency, the Campus Police will notify the appropriate Athletic personnel.