

Glendale Community College Office of *Student Life*

T R A V E L P A C K E T

for Student Clubs and Organizations

***This packet MUST be turned in to the Student Leadership Center
no later than 1 month prior to the date of requested travel!***

Initial Requirements

- Official travel must be for college-related activities that are scheduled by the club or student organization.
- Students must travel with an advisor.
- Students may not drive college vehicles.
- Students must complete and turn in to their advisors the following forms: Travel Participation Agreements complete with Emergency Information, and Assumption of Risk Forms.
- Club members and advisors must conduct themselves in an appropriate manner as representatives of the college.

Name of Person(s) completing this packet: _____

Phone: _____ Email: _____

Advisor(s) Responsible During Travel? _____

Phone Number/Email: _____

Advisor's Signature: _____

Destination: _____

Event Location: _____

Purpose: _____

Dates and Times Event Begins and Ends: _____

Date and Time of Your Desired Arrival: _____

Date and Time of Your Desired Departure: _____

Mode of Transportation: _____



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Expenses

Transportation _____

Lodging _____

Conference or Registration _____

Shuttle, Taxi, or Ground Transportation _____

School Vans (currently 44.5¢ per mile) _____

Meals (\$20 per student per full day) _____

Other (specify) _____

Please attach the following when submitting your Travel Packet:

- A complete list of the names and student ID numbers of everyone traveling.
- A completed Travel Request Form.
- A copy of the registration brochure.
- Registration forms for all traveling.
- Expenditure Request Forms for all expenses.
- Official Absence Excuse Cards if any students will be missing class.

Advisors traveling with students will need to collect and carry with them the students' Travel Participation Agreements (please make sure that the Emergency Information portion is completed), and Assumption of Risk Forms.

Comments: _____

