SMU | STUDENT AFFAIRS Student Activities

TRAVEL REGISTRATION FORM

Please submit this completed form to Lydia Dale in Hughes-Trigg Student Center Suite 300 at least 7 business days prior to travel. All student organizations are required to register travel.

Sponsoring Organization(s): _____

Purpose of Trip: _____

Trip Coordinator: _____

Email: _____ Phone: _____

Faculty/Staff advisor on trip: _____

Email: _____ Phone: _____

Number of Travelers: _____

Are all SMU faculty/staff/students? _____

If no, how many non-SMU travelers? _____

Destination: _____

Departure Date: _____ Return Date: _____

Mode of Transportation (check all that apply):

_____ personal vehicle _____ SMU vehicle _____ other (specify)

_____ rental vehicle rental company name_____

_____ commercial air, train, or bus company name_____

Trip Itinerary

Date	Location From To	Accommodations

FOR OFFICE USE ONLY Date Received: _____ Approved: _____

(revised 5/2012)

GUIDELINES

- The sponsoring organization takes sole responsibility for all financial obligations and for the actions, activities and products associated with this trip.
- Upon submission of this registration form, you will receive a liability travel waiver. Each traveler should complete this waiver, with all completed forms returned to Student Activities prior to departure.

INSURANCE INFORMATION

Vehicle Damage/Automobile Liability

- If using personal vehicles, the vehicle owner's insurance policy applies.
- If using SMU owned vehicles, the University's insurance policy applies.
- If using rented vehicles (Hertz, Avis, National, Budget, Dollar), SMU's insurance policy applies providing that within the rental agreement it states that the vehicle is rented on behalf of the Organization. If renting from any other agency, the rental agreement must be reviewed by Office of Legal Affairs.

Personal Accident/Illness Insurance

- The individual student's health insurance policy applies.
- Additional accidental death and dismemberment coverage is available on a per trip basis.

General Liability Insurance

- For trips properly registered and conducted within SMU and Student Senate guidelines, SMU's insurance applies for the Advisor, officers and organizations.

TRAVEL TIPS

- Use reputable transportation companies (a list can be found on SMU's website)
- Know the route to and from the event. Each vehicle should have a map, directions and cell phone numbers for all on the trip
- Vehicle(s) should be properly registered, inspected, well maintained and have at least a ¼ of a tank of gas
- Drivers should be certified by SMU, carry a valid driver's license, and be well-rested
- There should be at least two certified drivers for each vehicle
- Passengers should wear seat belts at all times
- If using the Students' Association vans, you may not pick up hitchhikers – actually, that's good advice for anyone!