



Intent to Travel Form

In order to travel, this document must be completed in its entirety and submitted to the Office of Student Life no later than four (4) weeks prior to travel. Please refer to the "Travel" section of the Student Organization EQUIP Handbook to learn more about the policies and procedures regarding student organization travel.

Name of Student Organization: Date:

Person Submitting Form:

E-mail: Cell Phone:

Advisor Traveling with Organization (REQUIRED):

Travel Information:

Destination (location, city, state): Miles from CPCC:

Departure (date and time): Return (date and time):

Type of Trip: Conference Event Service Project Competition

Purpose of trip:

Accommodations:

Contact Wendy or Jennifer in Student Life at 704-330-6584 or clubs@cpcc.edu for reservations and payments

Not Applicable Reserved? YES* NO

Name of Hotel/Hostel/Campground:

Address (street, city, state):

Hotel Website: Phone: Fax:

*Confirmation Number: Reservations Contact:

Non-Smoking Smoking Number of Rooms: X Cost per Room: \$ X Number of Nights: = **Total:** \$

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Registration/Entry Fees:

Contact Wendy O'Neil or Jennifer Conway in Student Life at 704-330-6584 or clubs@cpcc.edu for payment. Please attach a copy of the registration form to this document.

Not Applicable

Website for Payment: Phone:

Form of Payment Accepted: Check Visa (preferred method) Contact Person for Payment:

Cost of Registration/Entry Fees: Number of Students: X Cost per Student: \$ = **Total:** \$

Transportation: Contact Wendy or Jennifer in Student Life at 704-330-6584 or clubs@cpcc.edu for reservations and payment

Student Life Van (capacity is 7, including driver) Reserved? YES (Attach MVR Form) NO (Contact Johnnie Roach x6512)

Number of Vans Needed (2 available):

Driver's Name (must be CPCC employee):

Driver's Name (must be CPCC employee):

Other CPCC Vehicle* (capacity varies) Reserved? YES (Attach MVR Form) NO (*Call Facility Services)

Number of Vehicles Needed:

Driver's Name (must be CPCC employee):

Driver's Name (must be CPCC employee):

Rental Vehicle Reserved? YES (Attach MVR Form) NO (Use CPCC vendors only)

Number of Rental Vehicles:

Driver's Name (must be CPCC employee):

Reservation Number:

Phone:

Rental Cost: \$

Rental Company name & address:

Personal Vehicle *Personal vehicles should be used as a last resort. Please indicate drivers on the attached "List of Students Traveling." Drivers must provide a valid driver's license, proof of automobile insurance, and a signed Hold Harmless Agreement.*

Number of Personal Vehicles:

Airplane Reserved? YES* NO *Reservation #:

Airline Carrier:

Airline Phone/ website:

Departure Date: Flight Number: Depart time: Morning Afternoon Evening

Return Date: Flight Number: Return time: Morning Afternoon Evening

Cost of Plane Tickets: _____ Number of People: **X** Cost per Ticket: \$ = **Total:** \$

Please note that in order for Student Life to make airline reservations we need the following information EXACTLY as listed on government issued ID: full legal name, date of birth, gender, address. An email address is also helpful to forward e-ticket information.

Funding:

Additional Expenses:

Please list any other expenses not documented in this form that you plan on incurring during your trip.

Attach any related documents.

Total Accommodation Expenses: \$

Total Registration/Entry Fee Expenses: \$

Total Transportation Expenses: \$

Total Additional Expenses: \$

GRAND TOTAL \$

Subtract:

Total amount the student organization is contributing: \$

Total amount students are paying out of pocket: \$

Total amount you are requesting from SGA? \$
(Please attach SGA Funds Request Form)

List of Travelers:

Traveling Advisor's Name: CPCC ID #: Cell Phone:

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Only **currently enrolled students, 18 years old or older, are eligible to travel** with CPCC Student Organizations.
It is recommended that each student complete a **Medical Release Form** and a **Learning Contract**.

*Driving a
Personal Vehicle?

Student Travelers:

Student's Full Name: CPCC Student ID #:

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If more students are attending, please attach an additional copy of this page.

Travel Expectations:

*Review the Student Organization EQUIP Handbook for specific guidelines about driving personal vehicles. Individuals driving their personal vehicle must provide a valid driver's license, proof of automobile insurance, and a signed copy of the Hold Harmless Agreement.

Those participating in or traveling to an off-campus activity are representing the College, and thus it is essential for their behavior to meet the highest standards of integrity and propriety. Student organization members and advisors are expected to uphold, at all times, the expectations expressed in the Student Organization EQUIP Handbook, in the CPCC Student Handbook, in College Policies and Procedures, and in the Student Code of Conduct.

If CPCC or Student Life policies are violated during travel, it is the responsibility of the advisor to report those violations to Student Life. Detailed records of incidents should document who was involved, who witnessed the activity, and the alleged policy violation. Student Life retains the authority to process any policy violation through the CPCC Student Code of Conduct.

If the alleged policy violation (as determined by the student organization advisor) is severe enough that the student must be sent home, the student will be responsible for their expenses to return home. Advisors must consult with the Associate Dean of Student Life prior to sending a student home.

Advisor Signature of Approval: Date: