

GRCC Off Campus Student Travel

This form is used for any off-campus trip(s) involving students. This form shall be attached to the packet of emergency contacts and any other trip information. All forms shall be turned over to Dispatch at GRCC Campus Police. (Other Department forms are separate from Clery forms, follow instructions within the Travel Policy). When the trip is over, Dispatch will turn the packet over to the Clery Officer for Clery trip statistical information.

Student Organization/Class: _____

Advisor/Instructor: _____

Contact Phone Number for Emergencies: _____

Destination: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Itinerary

Attach detailed information if group will travel to more than one destination. Include dates, times, and locations with address and contact phone numbers.

Lodging

Name: _____

Address: _____

Telephone: _____

Police

Gather Police Department information for the location of the trip, more than one may be applicable.

Department: _____

Address: _____

Faculty/Staff representative(s) traveling with students: _____

Advisor/Instructor Signature: _____

Date: _____