

File # _____

(Office Use Only)

DOMESTIC TRAVEL FORM

For Faculty/Staff and Student Travel

(Form must be submitted 10 working days prior to departure.)

1. Faculty Advisor / Staff Planner Phone Campus Box Email Address

2. Contact Name (Faculty/Staff/Trip Leader) Phone Fax Email Address

3. Baylor University Organization Sponsor (Do not list Faculty or Staff person's name)

4. Is Faculty Advisor or Staff Member Traveling with Student(s) to Event? Yes No

5. CLASS/GROUP ATTENDING: _____

Is this group a student club or organization? Yes No

6. NAME OF TRIP: _____

TYPE OF TRIP: _____

7. LIST ALL DESTINATIONS CITIES AND STATES: _____

8. LIST ALL ACTIVITIES: _____

9. DEPARTURE DATE: _____ RETURN DATE: _____
(Earliest possible date by any participant.) (Latest possible date by any participant.)

10. Will you be leasing or controlling, by written agreement, the same non-campus location for 2 or more days? Yes No
If yes, give the FULL address of the location: _____

11. Will you be staying in the same hotel or non-Baylor dorm or residence for 2 or more days?
 Yes No
If yes, give name and FULL address of location: _____

12. ESTIMATED NUMBER OF PARTICIPANTS:

____ BU STUDENTS:
____ FACULTY
____ STAFF
____ VOLUNTEERS
____ DEPENDENTS
____ GUESTS
____ TOTAL:
____ Of TOTAL How Many MINORS will participate?

13. WILL ACADEMIC CREDIT BE EARNED? YES NO
(If no, please explain in detail.) _____

14. WILL MINORS UNDER 18 PARTICIPATE? YES NO
(If unknown, answer "YES")

15. FORMS OF TRANSPORTATION: CHECK ALL THAT APPLY FOR THIS DOMESTIC TRIP

- Baylor Vehicles** (Must be an Approved Driver) **Commercial Air**
 Rental Vehicles (Must be an Approved Driver) **Chartered Buses** (Must use an approved Baylor vendor; See Procurement website)
 12-15 Passenger Vans (Must first successfully complete an on-line van safety course prior to departure.)
 Personal Vehicles (Personal insurance coverage) **Other:** _____
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16. ALL DRIVERS MUST READ “[Guidelines for Driving on Behalf of Baylor University](#)”.

SPECIAL NOTES CONCERNING BAYLOR DRIVERS

Any unapproved drivers must complete the “[Authorization and Release to Obtain Information](#)” form and fax to 710-6256 for approval.
Faculty and Staff may view the Approved Driver List at: <https://www.baylor.edu/gr/index.php?id=871837>.

Twelve and Fifteen Passenger Vans: Drivers must be at least 21 years of age and meet all other requirements of an Approved Driver.

Baylor University students and student groups are encouraged to use University-owned/chartered/leased vehicles for University-related activities. Any individual who drives his or her personal vehicle to an activity assumes all responsibility for the safety of himself/herself as well as any passengers. The University bears no liability for student use of personal vehicles.

I have read this form and the information on it is true and correct. Fax this form to 710-6256 or deliver to Risk Management.

17.

Faculty Advisor Signature

Faculty Advisor Printed Name

Date

No digital signatures. No student signatures.

REVISED 05/2017

