

OFFICE OF STUDENT LIFE

OFF CAMPUS DOMESTIC TRAVEL CHECKLIST

Interested in off campus travel? Schedule a meeting with your Student Life Advisor and please know the following information:

- How many students are planning to go?
- Where are you planning to go?
- How are you planning to get there?
- Where are you planning to stay?
- How much student activity money do you plan to spend?
- Will a chaperone be traveling with you? Is there someone available to serve as a chaperone?

After meeting with your Student Life Advisor prepare and submit the following documents:

- The Off Campus Travel Proposal form with all supporting documents
- CUNY Off Campus Student Travel Approval Form
- CUNY Off Campus Activity Participation, Waiver and Emergency form from each participating student.

OFFICE OF STUDENT LIFE OFF CAMPUS TRAVEL PROPOSAL

Name of Organization(s)/Proposal Presented by: _____

Primary Contact Person for Event (person from participating organization):

- a. Full Name: _____
- b. Club/Organization Name: _____
- c. Contact Number: _____
- d. Contact Email: _____

Secondary Contact Person for Event (person from participating organization):

- a. Full Name: _____
- b. Club/Organization Name: _____
- c. Contact Number: _____
- d. Contact Email: _____

Chaperone for Event:

- a. Full Name: _____
- b. Affiliation: _____
- c. Are you a Baruch employee? Yes No
- d. Contact Number: _____
- e. Contact Email: _____

Event Name: _____

Date(s): _____

Location: _____

Lodging Address: _____

Transportation Method: _____

How many students are attending? _____

What is the learning outcome of this event?

How does this event fit your organization's mission?

What are the traveling expenses? Are you using student activity money? Please provide total expenses of this event (travel, registration, lodging etc.)

Please attach the following supporting documents: travel itinerary, event itinerary, and list of all students attending with full names, emails and cell phone numbers.