

## **Group Travel Student Roster**

All signatures need to be obtained before the trip starts. Attach this form to your Concur Travel Expense.

| Гrip Name:                   |  |
|------------------------------|--|
| Гrip Date(s):                |  |
| Faculty/Staff Traveler Name: |  |

| Student Last<br>Name | Student<br>First Name | Student Email | Minor? | Emergency Contact<br>Name | Emergency<br>Contact<br>Relation to<br>Student | Emergency<br>Contact Phone<br>Number | Emergency<br>Contact Email | Student Signature |
|----------------------|-----------------------|---------------|--------|---------------------------|--|--------------------------------------|----------------------------|-------------------|
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Participants in transit are not automatically covered by University insurance. If possible, begin and end all trips on campus and determine transportation needs in advance. University-provided transportation (including rented vehicles and charter buses) should be used for transportation on trips whenever possible. Public transportation (i.e. regularly schedule trains or buses) is also an appropriate means of transportation. Use of private vehicles is discouraged. In situations where participants which to deviate from the group travel plans, such as requesting to drive their own personal vehicle or making their own travel arrangements, a proper release form will indicate that they are traveling at their own risk and understand their own auto insurance is primary. The University is not liable for physical damage to personal vehicles or medical compensation for their passengers. Contact Risk Management with any questions 756-5455.