TRAVEL INFORMATION
&
APPROVAL SHEET

This form must be completed at least three weeks before the intended trip and signed by the student coordinating the trip, the Club/Organization advisor and the Student Government Association advisor. In addition, an official MCLA Travel/Leave Requisition form must be completed by the Student Government Association Administrative Assistant as well as any other required paper work.

Once this form is completed and approved, copies will be made and distributed to all participants of the trip. One copy will be kept on file in the SGA office.

**Destination Information**

Name of Destination: __________________________________________________________________________

Address of Destination: __________________________________________________________________________

Phone Number: _________________________________________________________________________________

Name under which reservations are listed: __________________________________________________________________________

Date(s): ______________________________________________________________________________________

MCLA Van(s) Driver(s): __________________________________________________________________________

**Trip Advisor Information**

Is your advisor or a member of the MCLA Faculty/Staff attending the trip?* (please circle one): Yes  No  
*Please note: in some cases a trip advisor may be required in order for the trip to be approved. If it is determined that an advisor is required, and one has not been indicated as attending, you will be notified by the SGA advisor.

If Yes, please fill in below:

Name of Trip Advisor: __________________________________________________________________________

Position: ______________________________________________________________________________________

Phone Number: ______________ E-mail Address: ______________

Date(s): ______________________________________________________________________________________
Participant Information

Student Coordinating the Trip: ___________________________  Phone Number: __________________

Students Attending the Trip (please list each student – use an additional sheet if needed):

__________________  __________________
__________________  __________________
__________________  __________________
__________________  __________________
__________________  __________________
__________________  __________________
__________________  __________________
__________________  __________________

Students are reminded that, even though their trip may take them off campus, they are still responsible for, and will be held accountable to, all policies and procedures as outlined in the College Student Handbook.

Student Coordinator Signature: ___________________________  Date: __________

Club Advisor Signature: ___________________________  Date: __________

Student Development Director Signature: ___________________________  Date: __________

For Office Use Only:

Date Received: ___________________________  Received by: ___________________________

☐ Advisor Contacted  ☐ Copy Distribution
☐ File  ☐ Participants
☐ Public Safety  ☐ Other ______________