Student Travel Information

______________________________________________________
Name of Organization, Class or Activity

Depart Date & Approx. Time:_____________________________

Return Date & Approx. Time:____________________________

Using University Van #AC-080304 ______  Own Transportation_______
12 passenger van

Faculty Name or Advisor Accompanying Students____________________________

E-Mail: _________________________________________________

Phone: _____________________   Cell phone: _____________________

Destination: _____________________________________________

Name and ASU e-mail address of each Student:

1.______________________________________________________________________

2.______________________________________________________________________

3.______________________________________________________________________

4.______________________________________________________________________

5.______________________________________________________________________

6.______________________________________________________________________

7.______________________________________________________________________

8.______________________________________________________________________

9.______________________________________________________________________

10._____________________________________________________________________

11._____________________________________________________________________

12._____________________________________________________________________

If more than 12 students/faculty, please provide additional sheet

Fax to Erica Tate 262-2615 or E-mail to tateed@appstate.edu

Policy 10 - "State owned passenger carrying vehicles shall be driven only by state employees and used only for official state business." With respect to student drivers, “Students may drive state owned vehicles only as long as they are paid a wage or salary by the University. Students who are part-time or temporary are also permitted to drive state owned vehicles.”

We will need a copy of any student driver – their student’s driver’s license – to be on file in our office in the “van file”.