

**Bluffton University**  
**Student Travel & Roster Form**



**Contact Information**

Organization: \_\_\_\_\_

Student contact: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Travel Information**

Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_

Return date: \_\_\_\_\_ Return time: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

Number of vehicles: University vehicles: \_\_\_\_\_ Rental vehicles: \_\_\_\_\_

Driver(s): \_\_\_\_\_

Private vehicles: \_\_\_\_\_

Driver(s): \_\_\_\_\_

Number of participants: \_\_\_\_\_

*\*List participant names & emergency contact information on the second page of this form.*

Advisor accompanying group (if required): \_\_\_\_\_

**Signatures**

I have read and understand the *Bluffton University Off-Campus Travel Policy (Student Activities)* as listed in the Student Handbook. (<http://www.bluffton.edu/studentlife/handbook/opportunities/#travel>)

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Advisor

\_\_\_\_\_  
Date

*Please submit completed form and roster to Marbeck Center Mailbox 7.  
Failure to complete and return this form risks cancellation of the activity.*

# Bluffton University Student Travel & Roster Form



Please list names and emergency contact information for all participants in the travel activity.  
Use additional forms as necessary.

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<i>Name</i>	<i>Cell phone</i>
<i>Emergency contact</i>	<i>Phone</i>

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<i>Name</i>	<i>Cell phone</i>
<i>Emergency contact</i>	<i>Phone</i>

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<i>Name</i>	<i>Cell phone</i>
<i>Emergency contact</i>	<i>Phone</i>

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<i>Name</i>	<i>Cell phone</i>
<i>Emergency contact</i>	<i>Phone</i>

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<i>Name</i>	<i>Cell phone</i>
<i>Emergency contact</i>	<i>Phone</i>

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