

Northeastern University

STUDENT GROUP TRAVEL AUTHORIZATION FORM

This form must be used whenever your organization travels to a destination for student organization purposes including but not limited to: conferences, retreats, competitions, and recreational events.

Student Organization: _____

Name of event: _____

Date of Proposed travel/event: _____

Purpose of event: _____

Chaperone Name, Title, and Contact information (where applicable):

Student Organization Trip Leader name: _____

Cell phone number: _____ E-mail Address: _____

I understand that I am responsible for acquainting all participants with University policy while on a student activity sponsored trip and reporting any incidents to Campus Activities within 24 hours.

Please note: The University's students and employees are required to follow all federal, state, and local laws and to comply with Northeastern University policies whether on or off campus. Students under the age of 21 are prohibited both by law and by University policy from possessing or consuming alcohol at or during any University sponsored events, including at any time, from the time of departure until the time of return. Alcohol is prohibited from any bus, van, car, or other mode of transportation for all students between points of destination. Under no circumstance shall the operator of such a vehicle consume alcohol 12 hours prior to operating the motor vehicle. It is the responsibility of the trip leader and the executive board of the organization to acquaint participants of this policy and to monitor policy adherence. Inappropriate behavior while on this trip will be referred to the appropriate administrative department as well as the Office of Student Conduct and Conflict Resolution.

Trip Leader Signature

Date

Attachments:

- Detailed Itinerary:** – *including time, relevant flight or travel information, destination information, schedule of activities, etc.*
- Roster of Participants**
- Release Form(s) signed by each participant**
- Driver Agreement Forms:** *If members of your organization will be serving as drivers, Driver Agreement forms will be needed for each driver.*

Submit this form along with all attachments no later than 3 business days prior than your proposed travel. Any additions or deletions to your roster must be communicated to the Campus Activities Office at 617-373-2642, via fax at 617-373-2694 or e-mail campus_activities@neu.edu as soon as possible.