**Student Travel Cover Sheet**

**Name of Faculty Leader(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Students will be on:**

 **\_\_\_\_\_\_ Class Field Trip or Group Day Trip**

 **\_\_\_\_\_\_ Overnight Travel within the U.S.**

**Destination(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Date(s) of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Class Field Trip of Group Day Trip:**

Please attach a class roster that includes student ID numbers. Any additional guests – other faculty, students not in the class, etc. – must be added to the roster or listed on a separate sheet, with a notation of an emergency contact name and phone number. Please deliver these documents to the CAS Dean’s office or e-mail them to adarien@salemstate.edu at least 3 days prior to departure. It is also important to email with any last-minute changes to the participant list, since Salem State must be aware of who is on the trip in the event of an emergency.

**For Overnight Travel within the U.S.**

This travel requires the approval of both the dean and the provost, so this form and must be submitted to the CAS Dean’s office at least **one month prior to departure**.

Once approved, the CAS dean’s office must also receive **via e-mail** from you the completed***Travel Information Spreadsheet***with names, cell phones, emergency contact info, and health insurance info for all travelers, including faculty and other guests. Also, please ask each traveler to complete a ***Participant Disclosure*** and ***Participant Agreement*** form and deliver these to the CAS dean’s office. The dean’s office should receive the e-mailed spreadsheet and the disclosure and agreement forms at least 3 days before departure. It is also important to email with any last-minute changes to the participant list, since Salem State must be aware of who is on the trip in the event of an emergency.

**Signature of Department Chair/Director:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of CAS Dean/Associate Dean:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Provost/Academic Vice President (for Overnight Travel only):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**