



## **STUDENT TRAVEL ITINERARY FORM**

Name of Traveler: \_\_\_\_\_

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

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Mode of Transportation:     Airline             Train             Bus             Car

Flight/Train Number(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Information During Trip (name or hotel & phone): \_\_\_\_\_

\_\_\_\_\_

Emergency Contact for Relative or Friend (name & phone): \_\_\_\_\_

\_\_\_\_\_

By providing the above information, I authorize the University to use and disclose this information to persons deemed appropriate in the case of an emergency. Furthermore, I acknowledge the University's policy on University-sponsored Student Travel Itineraries.

Signature: \_\_\_\_\_

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

**Please attach a copy of your flight itinerary to this form &  
return to the Study Abroad office at DuBourg Hall 150.**

**Read Back** 

## **UNIVERSITY POLICY ON TRAVEL**

The events of Sept. 11, 2001, have resulted in discussions about Saint Louis University's ability to respond to the inquiries of families of students who may be traveling on University-sponsored travel outside the St. Louis metropolitan area. In light of these events, the University reasserts its responsibility for authorizing University-sponsored student travel. In order to insure that the University can assist families in cases of emergency, students are required to provide the information items outlined on the attached form two weeks before leaving campus on University-sponsored travel outside the metropolitan area. The form is available below.

Students participating in University-sponsored travel abroad shall provide this information to the International Center, in the course of planning for study-abroad, or to the Vice President for Student Development in the case of other student trips abroad. The University charges the Director of the International Center (study abroad office) and the Vice President for Student Development to give final authorization for such trips based on their interpretation of the Department of State's most recent Travel Advisories and Consular Information Sheets. Students planning to travel abroad are also encouraged to consult these advisories at the Consular Affairs website (<http://travel.state.gov>). Staff in either the International Center or Department of Public Safety can provide additional assistance with these travel advisories, if necessary.

Students participating in domestic trips sponsored by academic departments (i.e. clinical rotations, visiting student programs, field trips, etc.) shall provide the information to the department chair's office in the department sponsoring the travel. Students participating in domestic trips sponsored by non-academic units of the University (e.g. athletics, campus ministry, student life) shall provide information to the department head of the department sponsoring the trip.

International students should carry their visa and passport documents whenever traveling in the United States and must have their visa documents signed by the International Center staff if traveling across country borders.