

Odessa College Registered Student Organization Travel Proposal Form

Deadline: *Minimum 3 weeks before travel departure.*

Must submit outline of travel (including departure & return, and schedule of trip activities), OC Trip Approval Form, and list of names and SIDs for all students participating with this form.

Organization Name: _____

Name of Event: _____

Event Date(s): _____ **Event Location:** _____

Departure Date/Time: _____ **Return Date/Time:** _____

Purpose of Trip: _____

Mode(s) of Transportation: _____

Number of Students Traveling: _____ **Number of Advisors:** _____

Name(s) of Advisors Traveling: _____

Cost of Travel (outlined on attached Trip Approval Form): _____

Organization Contact Person: _____

Email: _____ **Phone:** _____

I understand that all RSO travel must be submitted for approval 3 weeks before travel begins. All students traveling with the group must submit a completed Waiver and Release of Liability Form prior to departure.

Organization Contact Date Advisor Date

Office Use Only

Date Submitted: __/__/__
_____ Director of Student Activities Date
_____ Executive Director of Student Life Date
_____ Vice President for Student Services Date