



All off-campus trips must meet the following criteria:

- Related to the mission of the club/organization.
- Must be events sponsored by clubs and organizations that are scheduled to take place outside of the Stony Brook University Campus.
- Practices for sports clubs are not events, therefore, are not considered to be off-campus trips.
- Must be approved by the USG Administrative Director at least one week prior to the trip.

Club Name: _____	Date Submitted: _____
Trip Coordinator: _____	Trip Coordinator Cell Phone # _____
Trip Destination: _____	Date of Trip: _____
Destination Address: _____	Purpose of Trip: _____
_____	_____
Destination Phone: _____	Web-Site: _____

Trip Itinerary

Departing From: _____	Arriving At: _____
Departure Time: _____	Arrival Time: _____
Departure Date: _____	Arrival Date: _____

Travel Route (please list your travel route to arrive at your destination.)

Mode of Transportation (circle one)	State Car	Rented Car	Personal Car	LIRR	Bus	Plane	Other (_____)
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If you are traveling by any type of automobile, please list all drivers' names & license numbers. If you are taking personal cars, please list the make/model/year of the car you will be traveling in.

Name	Driver's License State	Driver's License #	Make/Model/Year/License Plate
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Lodge Name: _____	Confirmation # _____
Lodging Address: _____	Lodge Phone # _____
_____	_____

Approvals

Campus Recreation/Program Advisor
Signature: _____ Date: _____

USG Administrative Director Signature: _____ Date: _____

