

**VOLUNTARY STUDENT TRAVEL APPROVAL FORM**

**INSTRUCTIONS:**

- ▶ This form is to be completed by a USA faculty or staff member.
- ▶ Student travel for **any voluntary, USA-sponsored purpose** must be approved by the Vice President for Student Affairs/Dean of Students **prior** to the trip. Complete and submit this form to the Division of Student Affairs. It can be faxed to 460-6157.
- ▶ After approval, if necessary, a “Release From Liability” form will be sent to you by the Attorney’s Office. The release form must be copied and provided to each student to sign **prior to the trip**. Release forms should be collected prior to travel and submitted to the College/School or Departmental office.

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Participants: Graduate Students  Undergraduate Students  Both

Organization Name: \_\_\_\_\_  
(USA College/School/Department or student organization sponsoring trip)

Travel Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation: Private Vehicle  Rental Vehicle  Chartered Bus (non-USA)   
USA Vehicle  Commercial Airline  Other \_\_\_\_\_

**NOTE: If rental vehicle is used, the “University of South Alabama Policy Regarding Rental Vehicles” (located under the “Forms” section of the Student Affairs website) must be signed by the faculty or staff member and submitted with this form.**

**NOTE: Students must be notified of expected conduct, including the alcohol policy.**  
Date of Notification/Expected Date of Notification: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Faculty/Staff Member

\_\_\_\_\_  
Printed name of Faculty/Staff Member

\_\_\_\_\_  
Faculty/Staff Member phone number

\_\_\_\_\_  
Faculty/Staff Member e-mail address

\_\_\_\_\_  
Signature of Department Chair or Dean of College/School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by VP for Student Affairs/Dean of Students

\_\_\_\_\_  
Date

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Request forwarded to Attorney’s Office for Release From Liability Form \_\_\_\_\_

**OR**

Request returned to Faculty/Staff Member (Release From Liability Form not necessary) \_\_\_\_\_  
(Faculty/Staff Member to retain this form for three years from date of trip)