

CLERY TRAVEL FORM

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires Kean University to publicly report any crimes that occur on University locations, which includes University-Sponsored trips to some off-campus locations. Under the law, University personnel who are responsible for students on trips off-campus (both domestic and international) are considered "Campus Security Authorities" (CSAs) and are legally obligated to report crimes that they witness or are reported to them. Additional information, training and Campus Security Reporting Forms can be found on the University Police website. [HERE](#)

This form must be completed for any trip that involves any University-sponsored overnight travel that includes students, such as athletics, academics, clubs/organizations, etc.

Department or Group Sponsoring Trip
(i.e. Athletics, Student Affairs, etc.)

Start Date of Travel and End Date of Travel

Is Kean funding this trip?

Destination (City, State, Country)

Location (Hotel, Site, etc.) Address

Accommodation Information (floor, rooms, etc.)

Has your department/group used this location before?

Contact Information for Representative at Location:

Is there a written agreement (contract) with space/site?

Kean University's Responsible Person(s) (i.e. CSA/Chaperones)

Please include contact information (office number, cell phone number and email address)