



### TRIP INFORMATION

Event/Activity Name: \_\_\_\_\_

Description of Trip\*: \_\_\_\_\_

*\*Please attach itinerary, if available.*

Proposed Departure (from Kean): \_\_\_\_\_ Departure Time (to Kean): \_\_\_\_\_  Day Trip  Overnight Trip  
Date Time Date Time

Destination Address: \_\_\_\_\_  
Street City State

### Proposed Method of Transportation:

- University Transportation Not Provided  University Shuttle (36-passenger)  Other University Vehicle: \_\_\_\_\_
- Contracted Transportation Services:**  Air or Rail Travel Required  38-Passenger w/ Seatbelts
- 40-Passenger w/ Seatbelts (34-Passenger w/ Wheelchair Accessible)  55-Passenger Charter Bus w/ Seatbelts (50-Passenger Wheelchair Accessible)
- 56-Passenger Charter Bus w/ Seatbelts (52-Passenger w/ 1 Wheelchair and 48-Passenger w/ 2 Wheelchairs)  Other: \_\_\_\_\_

Transportation Funding Source Cost Center (if applicable): \_\_\_\_\_ Object Code: \_\_\_\_\_

Departure Location: \_\_\_\_\_ Approximate Number of Participants\*: \_\_\_\_\_  
\*Including Advisor(s)

Participant Eligibility Criteria: \_\_\_\_\_

Method of Participant Registration:  Registration Form  Application  Ticket Sales  Other: \_\_\_\_\_

### TRIP COORDINATOR INFORMATION

Trip Coordinator Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Kean Affiliation:  Student  Faculty  Staff  Other: \_\_\_\_\_

### TRIP ADVISOR 1 INFORMATION

Trip Advisor Name: \_\_\_\_\_ Is the Trip Advisor a Kean full-time faculty/staff member:  Yes  No

College/School/Department Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Trip Advisor Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

→ \_\_\_\_\_  
Trip Advisor's Signature Date

### TRIP ADVISOR 2 INFORMATION (IF APPLICABLE)

Trip Advisor Name: \_\_\_\_\_ Is the Trip Advisor a Kean full-time faculty/staff member:  Yes  No

College/School/Department Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Trip Advisor Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

→ \_\_\_\_\_  
Trip Advisor's Signature Date

### CO-CURRICULAR STUDENT TRAVEL REMINDERS

- No compensation or other types of benefits are to be received from any external source by any University employee, representative, or any family member of any University employee without prior written approval from the corresponding Vice President and the University Ethics Liaison Officer.
- A complete list of participants along with Trip Advisor contact information and a travel itinerary must be submitted to the Kean University Department of Public Safety and Police by email at kupolice@kean.edu and the respective Department Director by utilizing the Student Travel Roster Form (Form CCST-3), or approved equivalent, prior to the trip departure. If transportation has been contracted through University Purchasing, a complete roster must be sent to University Purchasing prior to departure.
- Upon approval, the faculty/staff Trip Advisor(s) in charge of the trip will be responsible to familiarize himself/herself with the Trip Advisor Instructions for Co-Curricular Student Travel (Form CCST-2).
- Each student participant, and their respective guests, if applicable, must complete a Co-Curricular Student Travel Registration Form, or an approved alternative or modified form as outlined in the Policies and Procedures Governing Co-Curricular Student Travel. Original forms shall be maintained by the faculty/staff Advisor and appropriate copies shall be forwarded to the Department Director.

→ Enter your initials here [ \_\_\_\_\_ ] to confirm that you have read and understand the Co-Curricular Student Travel Reminders and are aware that these reminders must be relayed to the Trip Advisor(s).

### TRIP COORDINATOR CERTIFICATION

I affirm that the information I have provided on this form is complete and accurate and is of my own free will.

→ \_\_\_\_\_  
Trip Coordinator's Signature Date

### APPROVAL

→ \_\_\_\_\_  
Department Director's Name Department Director's Signature Date

Faruque Chowdhury Business and Procurement Services → \_\_\_\_\_  
Business and Procurement Services Signature Date