### General Travel Trip Information Form

**PRIMARY OFFICER CONTACT INFORMATION (Attending the trip)**

Name: 

Title: 

Cell Phone: ___________________________ E-Mail: ___________________________

**SECONDARY OFFICER CONTACT INFORMATION (Attending the trip)**

Name: 

Title: 

Cell Phone: ___________________________ E-Mail: ___________________________

**TRIP INFORMATION**

Name of Trip: 

Nature of Trip (Purpose): 

Trip Destination(s): 

Date Departing Campus: 

Date Returning to Campus: 

Mode of Transportation: 

**INSTITUTIONAL/ORGANIZATIONAL AFFILIATION (Host, if any)**

Contact Name (Must be an Employee): 

Office of Affiliation: 

Phone: ___________________________ E-Mail: ___________________________
EXTENDED TRAVEL ITINERARY (Only for multiple day trips)

Please provide the dates and detailed descriptions for all destinations on your trip:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

TRIP PARTICIPANTS

You MUST submit an Individual Travel and Waiver Form for each trip participant. Forms are available from your advising office. Please attach ALL Individual Travel and Waiver Forms to this completed General Trip Information Form. Thank you.

IMPORTANT INFORMATION

In Case of an Emergency, please first contact local help by dialing 911 or the local authorities. Once everyone is out of immediate threat or danger, please call your advising office directly. If it is after hours, call the Department of Public Safety at (212) 854-5555. Make sure you leave a detailed message. Someone will respond as soon as possible.

Student Development and Activities (212) 854-3611
Office of Multicultural Affairs (212) 854-0720