

LMU Police/Security Cley Act Student Travel Form

CLERY ACT STUDENT TRAVEL FORM

This form is to be completed for an University-related overnight travel (for more than 1 (one) night) That includes students such as athletics, academics, medical, clubs/organizations, etc. As your capacity as the coach, trip leader, etc. you are considered a Campus Security Authority (CSA) and will require CSA training. Please see Robin Johnson in the LMU Police Department if you are not a Campus Security Authority.

Sport or Group Name: _____

Travel Contact: _____

Name

Title

Department

Phone

Email

Travel Dates: Departure from LMU: _____

Return to LMU: _____

Total Number of Students Traveling: _____

Total Number of Faculty/Staff Traveling: _____

Please fill out the travel roster on next page.

Lodging facility Information:

Note: If group is staying at more than one lodging facility, please complete a separate form for EACH facility.

Hotel Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Specific floor(s), and room number(s) occupied: _____

This trip is:

A one-time trip

Repeated each semester

Repeated Annually

If trip is repeated, our group:

Always stays at the exact same lodging facility

Uses various lodging facilities with each trip

Person submitting this form:

Printed Name

Signature

Date

Submit this completed form to: Robin Johnson – Phone: 423-869-6301 – Email: robin.johnson02@LMU.net.edu

TRAVEL ROSTER FOR DEPARTMENT OF: _____

| | NAME | Student | Faculty/Staff | Room # |
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