

# Wichita State University University-Sanctioned Student Travel Registration Form

**Print and complete this form. Submit the completed form to the Office of the Vice President for Student \_\_\_\_\_, Campus Box 95, at least one week prior to the date of departure. Please note that the signature line must be completed by the University official authorizing the travel before submitting the form to the Office of the Vice President for Student \_\_\_\_\_. The form can also be submitted by fax to 316-978-3366.**

University-sanctioned student travel occurs when the destination activity or event is away from the University's campus and all the following criteria are met:

- University resources are used to fund the travel, in whole or in part.
- A vehicle owned or leased by the University is used for the travel and/or public or commercial transportation is used.
- A University employee, serving in his or her official capacity, approves the travel.
- A University-Sanctioned Student Travel Registration Form that lists all travelers is completed, signed by a University Employee Serving in his or her official capacity, (316) 978-3366

Name	Student or Employee S or E	myWSU ID	Emergency Contact*	Emergency Contact Phone Number