**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

**Destination Address:**
- Street  
- City  
- State

**Proposed Method of Transportation:**
- University Transportation Not Provided  
- University Shuttle (56-passenger)  
- Other University Vehicle:

**Contracted Transportation Services:**
- Air or Rail Travel Required  
- 36-Passenger w/ Seatbelts  
- 56-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)

**Transportation Funding Source:**
- Cost Center:  
- Object Code:  
- Approximate Number of Participants**: *Including Advisor(s)*

**Departure Location:**

**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:**  
**Contact Phone Number:**  
- Is the Trip Advisor a Kean full-time faculty/staff member:  
- Yes  
- No

**College/School/Department Name:**  
**Office Phone:**

**Trip Advisor Email:**  
**Trip Advisor’s Signature**  
**Date**

**TRIP ADVISOR 2 INFORMATION (IF APPLICABLE)**

**Trip Advisor Name:**  
**Contact Phone Number:**  
- Is the Trip Advisor a Kean full-time faculty/staff member:  
- Yes  
- No

**College/School/Department Name:**  
**Office Phone:**

**Trip Advisor Email:**  
**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.

**APPROVAL**

**Department Director’s Name**  
**Department Director’s Signature**  
**Date**

**Faruque Chowdhury**  
**Business and Procurement Services**  
**Business and Procurement Services Signature**  
**Date**