



Student Organization Name _____

Travel Purpose _____

Destination _____ Travel Date(s) _____

Address:

Departure Time [] AM [] PM Return Time [] AM [] PM

Advisor's Name _____ Number of Travelers _____

Advisor's Signature _____ Date _____

Travel Reimbursement:

☐ Requesting a college vehicle from LCC
(Students are not allowed to drive college vehicles whether owned, leased, or rented.)

If requesting travel reimbursement from your registered student organization fund account, please submit an Expense Request form. Funds must be available in the student organization LCC Foundation account at the time of the expense.

☐ No college vehicle needed

By completing the following, I agree to abide by the Lansing Community College Student Code of Conduct and hereby fully release Lansing Community College as to account of any losses, expenses or damages which may result from my participation in the student organization travel listed above unless such damage or injury is the direct result of a negligent act or omission by LCC and not caused in part by my own negligence.

Travel is for RSO advisor(s) and currently enrolled student members/officers only. Advisor must accompany the student organization during the entire travel. Students under the age of 18 must also complete and submit a LCC Release and Hold Harmless Agreement prior to travel.

[illegible]

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