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| Campus Location: | Penn State University Wilkes-Barre  **Travel Information Form** | Date(s) of Trip: |  |
| Name of Event: |  | Estimated time of departure: |  |
| Destination: |  | Estimated time of return: |  |
| Faculty/Staff Member(s) in charge of the Trip: |  | Sponsoring Organization: |  |

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| Means of Transportation Used: |  |
| Hotel Information (if applicable): |  |

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| * If students will be leaving cars on campus overnight, please contact Police and Public Safety at Extension 111 or 249 for special arrangements. * If special medical conditions exist, please check with the Campus Nurse at Extension 250 prior to departure. * All students should be given the campus phone number to call in case of emergency, (570) 675-2171. * Trip Coordinators should contact the Director of Student Affairs in case of emergency (570) 675-9225 or Police and Public Safety at (570) 675-9110. * Trip Coordinators should remind all students that Penn State Regulations pertain to their behavior at all University-related events. |
| *Please fill out completely and return a copy to Director of Student Services and Engagement, (H101); Student Activities Coordinator, (C129); and Police and Public Safety Department. Retain one copy for your records and the Coordinator of the trip should have a copy with him/her on trip.* |

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| **Student Name** | **Cell Phone #** | **Emergency Contact (Name/Phone#)** | **License Plate #** | **Signature** |
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| **Student Name** | **Cell Phone #** | **Emergency Contact (Name/Phone#)** | **License Plate #** | **Medical Concerns** |
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