

NOTE: A final passenger manifest with a correct and complete roster of passengers **MUST** be provided to the Edinboro University Police Department as you are exiting campus. Failure to do so may result in disciplinary action and the loss of future travel privileges.

All students are **REQUIRED** to read and abide by the Student Travel Agreement.

Did you remember to:

- Fill out the top portion of each page?
- Have all student travelers read the Student Travel Agreement?
- Sign the form (page 3)?
- Complete the hotel/lodging information requested (page 3)?
- Submit a final copy of this form to the EUP Police when departing campus?**
- Include a daily travel itinerary if your trip involves multiple cities?
- Submit the red folder (athletic travel only)?

Dates of Trip: _____ Group Advisor: _____ Group Advisor Phone #: _____

Trip Leader: _____ Trip Leader Phone#: _____

Please check one:

 University Vehicle
 SGA Vehicle
 Personal Car
 Rental Car
 Commercial Travel (Please Specify) _____

 Vehicle 1 License Plate #: _____ Vehicle 2 License Plate #: _____ *(Additional vehicles, please list license plate numbers on an attached separate sheet.)*

	Traveler <i>* PLEASE PRINT CLEARLY *</i>	ID#	Phone #	Emergency Contact/Relationship	Emergency Contact Phone #
Ex.	John Doe	@000123456	(814) 123-7890	Maggie Doe/mother	(814) 123-4567
1.		@			
2.		@			
3.		@			
4.		@			
5.		@			
6.		@			
7.		@			
8.		@			

	Traveler * PLEASE PRINT CLEARLY *	ID#	Phone #	Emergency Contact/Relationship	Emergency Contact Phone #
9.		@			
10.		@			
11.		@			
12.		@			
13.		@			
14.		@			
15.		@			
16.		@			
17.		@			
18.		@			
19.		@			
20.		@			
21.		@			
22.		@			
23.		@			
24.		@			
25.		@			
26.		@			
27.		@			
28.					

I certify that this is an accurate list of individuals present on this trip. I understand that providing false information on this form is a violation of University policy and will result in disciplinary action.

Trip Leader/Advisor Signature

University Police Confirmation

<p>Hotel/Lodging Information – Date(s) of stay _____</p> <p>Hotel/Lodging Name _____</p> <p>Hotel/Lodging Phone _____</p> <p>Hotel/Lodging Address _____</p> <p>_____</p> <p>_____</p>

<p>Hotel/Lodging Information – Date(s) of stay _____</p> <p>Hotel/Lodging Name _____</p> <p>Hotel/Lodging Phone _____</p> <p>Hotel/Lodging Address _____</p> <p>_____</p> <p>_____</p>

<p>Hotel/Lodging Information – Date(s) of stay _____</p> <p>Hotel/Lodging Name _____</p> <p>Hotel/Lodging Phone _____</p> <p>Hotel/Lodging Address _____</p> <p>_____</p> <p>_____</p>

<p>Hotel Hotel/Lodging Information – Date(s) of stay _____</p> <p>Hotel/Lodging Name _____</p> <p>Hotel/Lodging Phone _____</p> <p>Hotel/Lodging Address _____</p> <p>_____</p> <p>_____</p>
