Odessa College Registered Student Organization

Travel Proposal Form

***Deadline:*** *Minimum 3 weeks before travel departure.*

Must submit outline of travel (including departure & return, and schedule of trip activities), OC Trip Approval Form, and list of names and SIDs for all students participating with this form.

**Organization Name:**

**Name of Event:**

**Event Date(s): Event Location:**

**Departure Date/Time: Return Date/Time:**

**Purpose of Trip:**

**Mode(s) of Transportation:**

**Number of Students Traveling: Number of Advisors:**

**Name(s) of Advisors Traveling:**

**Cost of Travel (outlined on attached Trip Approval Form):**

**Organization Contact Person:**

**Email: Phone:**

I understand that all RSO travel must be submitted for approval 3 weeks before travel begins. All students traveling with the group must submit a completed Waiver and Release of Liability Form prior to departure.

**Organization Contact Date Advisor Date**

Office Use Only

Date Submitted: \_\_/\_\_/\_\_\_\_

Director of Student Activities Date

Executive Director of Student Life Date

Vice President for Student Services Date