CLERY ACT STUDENT TRAVEL FORM

This form is to be completed AFTER THE TRIP for any College-related overnight travel that includes students such as athletics, academics, clubs/organizations, etc.

Group Name: ______________________________________________________________

Travel Contact: ____________________________________________________________

Name _________________________________________________________________

Title ________________________________________________________________

Department __________________ Phone __________________ Email __________________

**I understand that I am a Campus Security Authority (CSA) for this trip and must report to Campus Police in a timely manner any crimes brought to my attention.**

Travel Dates: Check-in date _____/_____/______ Check-out date _____/_____/______

Lodging Facility Information:

Note: If group is staying at more than one lodging facility, please complete a separate form for EACH facility.

Name _________________________________________________________________

Street Address __________________________________________________________

City, State, Zip __________________________________________________________

Specific floor(s), room number(s), or unit number(s) occupied ______________________

________________________________________________________________________

This trip is:

[ ] a one-time trip [ ] repeated each semester [ ] repeated annually

[ ] other ______________________________________________________________

If trip is repeated, our group:

[ ] always stays at the exact same lodging facility [ ] uses various lodging facilities with each trip

Person submitting form: __________________________________________________

Name _________________________________________________________________

Signature __________________________ Date _________________________________

Submit this completed form to: Stephanie Shell, Clery Compliance & Student Conduct Administrator

OFFICE 276-328-0216 | CELL 276-870-5127 | EMAIL stephanie.shell@uvawise.edu

**This form is also available in online-submission format on the Compliance webpage.**