

**UNIVERSITY OF ARKANSAS AT MONTICELLO
NOTIFICATION OF OFF-CAMPUS TRAVEL OF STUDENTS**

I. IDENTIFICATION

- (a) Name of group _____
- (b) Purpose of trip _____
- (c) Expected absence from campus:
From _____ a.m./ p.m. Date _____
To _____ a.m./ p.m. Date _____
- (d) Name of advisor (print) _____
- (e) Type of transportation _____
- (f) Insurance coverage (if private transportation) _____

II. ITINERARY: (Please list those points at which members of the group can be reached in case of emergency. Continue on back or attached page(s) if necessary.)

Address	(City, Hotel, Institution, etc.)	Dates & Hours
---------	----------------------------------	---------------

III. MEMBERS OF GROUP: (Please type names of students & faculty who are expected to make the trip. Designate faculty by placing an "F" after the names of faculty members. Continue on back or attached page(s) if necessary.)

Name	Name	Name
------	------	------

IV. SIGNATURE OF TRIP COORDINATOR _____ DATE _____

V. SIGNATURE OF UNIT HEAD _____ DATE _____

VI. EXECUTIVE COUNCIL MEMBER AUTHORIZING TRAVEL
_____ DATE _____

This form when signed authorizes student(s) to be "official University representatives". Copies of this completed form are to be forwarded to the Vice Chancellor for Academic Affairs and the administrative official authorizing the travel in advance of each travel period. See UAM Operating Procedure 535.1 for policy.

Memorandum

TO: UAM Faculty
FROM: _____
UNIT: _____
DATE: _____

RE: Student Absences Due to Participation in University Sponsored Events.

The following student/s will participate in _____ at _____ on the following dates: _____.

Please excuse the following students on the date/s indicated for this university sponsored activity and allow them to make-up any work missed. Thanks so very much for your consideration and continued support of our program.

STUDENT/S:

Instructor and Course Information:

<u>Course</u>	<u>Faculty Signature</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Note: This form may be used for Student Absences Due to Participation in University Sponsored Events. Full policy may be found in the UAM catalog. AA Form Rev. 2/05