



Michigan  
Technological  
University

## Registered Student Organizations Travel Policy Form

*If you are traveling over 50 miles on behalf of a registered student organization of Michigan Tech, regardless of mode of transportation, you must complete this form in its entirety and adhere to the RSO Travel Policy.*

Name of organization: \_\_\_\_\_

Name of student completing this form: \_\_\_\_\_

### Instructions for completing this form:

1. All travelers must read and abide by the Registered Student Organization (RSO) Travel Policy (<https://bit.ly/39z4vep>)
2. All student organization travelers must be listed on the back of this page. Each traveler must read the RSO Travel Policy, sign beside their *clearly* printed name, and include their cell phone number.
3. Attach a travel itinerary to this form which must include scheduled activities, travel routes, and any lodging accommodations.
4. The primary contact must complete, sign, and return this form to Student Leadership & Involvement in MUB 112 **or** [rso@mtu.edu](mailto:rso@mtu.edu) at least **two days prior to travel**.
  - a. If emailing use subject line: *RSO Travel\_ Full Name of Your Organization \_ Dates of Travel*

Organizations that do not comply with the RSO Travel Policy risk the loss of future travel funding opportunities through the Undergraduate Student Government and will not be approved for future motor vehicle rental through the University.

*Note: If you are intending to travel in a Husky Motors vehicle, you must complete both the RSO Travel Form and the SLI Husky Motors Form before your vehicle reservation will be approved. (<https://bit.ly/307213J>)*

If you have any questions regarding travel for registered student organizations, please contact:

Student Leadership & Involvement  
Memorial Union Building 112  
(906) 487-1963  
[rso@mtu.edu](mailto:rso@mtu.edu)

## RSO Travel Policy Form

Name of Student Organization: \_\_\_\_\_

Primary Student Contact: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time (estimated): \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time (estimated): \_\_\_\_\_

MTU Advisor Serving as Emergency Contact: \_\_\_\_\_  
*(name and phone number)*

**To be completed by EACH member traveling:** By signing my name below, I am indicating that I have ***read and agree*** to the RSO Travel Policy. (<https://bit.ly/39z4vep>)

***I certify that I am at least 18 years of age and while participating in this event, I hereby release the sponsoring organization and Michigan Technological University from any liability and hold them harmless for any risk or danger that may occur during travel or while participating in scheduled and unscheduled activities.***

Printed Name	Signature	Cell Phone Number

Primary Contact Signature: \_\_\_\_\_