



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) (<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 the [Travel Itinerary Form](https://bit.ly/37B5iyS) which must include scheduled activities, travel routes, and any lodging accommodations. (<https://bit.ly/37B5iyS>)
4. The primary contact must complete, sign, and return this Form to Student Leadership & Involvement in MUB 112 **or** 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 also complete the SLI [Husky Motors Form](https://bit.ly/3vyNtse) before your vehicle reservation will be approved. (<https://bit.ly/3vyNtse>)

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

