

Oklahoma City University Student Travel Checklist

*To be completed by the faculty/staff advisor for University Sponsored Travel

- Review the OCU Student Travel Policy
- Notify your first level supervisor not traveling with your group about travel plans
- Arrange Transportation

Complete the following travel form:

- Oklahoma City University Group Travel Form

Have participants complete the following forms:

- Oklahoma City University Travel Waiver and Release Agreement
- Oklahoma City University Student Travel Emergency Contact Information

- Turn in the following documentation at least 5 days prior to travel to the Oklahoma City University Involved Center MC 114:
 - An **Oklahoma City University Group Travel Form** (must also be turned in to the Oklahoma City University Police Department)
 - A signed **Oklahoma City University Travel Waiver and Release Agreement** (from each participant)
 - An **Oklahoma City University Student Travel Emergency Contact Information** form (from each participant)
 - A copy of each participant's health insurance card

*All forms can be found at www.okcu.edu/students/travel/

Email: Involved@okcu.edu

Campus Mail: Involved Center, MC 114

Email: ocupd@okcu.edu

Campus Mail: Police Department, PD 1635 NW 23rd street

Fax: 405-208-6039

- Keep a file of each participants **Oklahoma City University Travel Waiver and Release Agreement** (documents are to be kept for one academic year following the academic year in which the actual travel takes place).
- Keep a copy of each participants **Oklahoma City University Emergency Contact Information** form with you during travel.