

**Penn State New Kensington
Traveling List Required for all Off-Campus University
Sponsored Trips with Students**

Department Name _____ **Event** _____
Destination _____ **Date** _____
Departure Date _____ **Return Date & Time** _____
Transportation Provided By: _____
Faculty/Staff/Bus Driver(s) _____

If you have overnight accommodations, list Hotel/Residence below and Phone Number
_____ () _____

PLEASE PRINT NAME	STUDENT ID #	STUDENT CELL #
1. _____		
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Scan and email to: Dr. Megan Nagel, Regional Chancellor
 Dr. Allen Larson, Director of Academic Affairs (academic trips)
 Jill Dickun, Director of Student Affairs (all trips involving students)
 Steve Bressler, Interim Athletics Director (for varsity sports)
 Campus Security Guard
 Faculty and/or Staff Person Chaperoning Trip

Campus Emergency Contact: Jill Dickun 724-334-6062

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PLEASE PRINT NAME	STUDENT ID #	STUDENT CELL #
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