

**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
_____ () _____

<u>PLEASE PRINT NAME</u>	<u>STUDENT ID #</u>	<u>STUDENT CELL #</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Scan and email to: Dr. Megan Nagel, Regional Chancellor
Dr. Allen Larson, Director of Academic Affairs (academic trips)
Jay Arcuri, Director of Student Affairs (all trips involving students)
Steve Bressler, Interim Athletics Director (for varsity sports)
Teri Murphy, Campus Security Guard
Faculty and/or Staff Person Chaperoning Trip

Campus Emergency Contact: Jay Arcuri 724-334-6062

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PLEASE PRINT NAME	STUDENT ID #	STUDENT CELL #
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