

**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. _____	_____	_____

Make copies and give to: Dr. Kevin Snider, Chancellor

- Dr. Allen Larson, Interim Director of Academic Affairs (academic trips)
- Jill Dickun, Interim Director of Student Affairs (all trips involving students)
- Megan Chasin, Director of Development & Alumni Relations
- Steve Bressler, Interim Athletics Director (for varsity sports)
- Campus Security Guard
- Faculty and/or Staff Person Chaperoning Trip

Campus Emergency Contact: Jill Dickun (724-882-6528), Office of Student Affairs, 112 Administration Building

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PLEASE PRINT NAME	STUDENT ID #	STUDENT CELL #
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