

**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. _____	_____	_____
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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)  
JW Tabacchi, Director of Student Affairs (all trips involving students)  
Megan Chasin, Director of Development & Alumni Relations  
Renee Brown, Athletics Director (for varsity sports)  
Campus Security Guard  
Faculty and/or Staff Person Chaperoning Trip

**Campus Emergency Contact:** JW Tabacchi (724-334-6062), Office of Student Affairs, 112 Administration Building

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<b>PLEASE PRINT NAME</b>	<b>STUDENT ID #</b>	<b>STUDENT CELL #</b>
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