

Day Trip Planning Form (students and employees)
For trips less than 24 hours

Department:

Name of person or persons traveling:

Name of trip planner:

Drivers and Trip leaders (1 each per vehicle):

Contact Information for trip planner:

Email:

Office phone:

Home phone:

Address of destination or destinations, if more than one:

Purpose of trip:

Date and time of departure from campus:

Date and time returning to campus:

Vehicle type requested (van/size, full, mid, compact car):

Driver License Numbers – Must be valid, current and of U.S.A (required for each driver):

Anyone driving PLU fleet or rental vehicles must also present this to the Campus Safety vehicle/rental agent, a valid, current U.S. drivers license and PLU driver certification card.

Student/Group Advisor Signature: