

**Recognized Student Organization Travel
Motor Pool Fleet Request**

Recognized Student Organization (RSO) Name: _____

Person making request: _____

Email: _____ Phone: _____

RSO Chief Student Leader (president): _____

RSO University advisor: _____

Date(s) of Trip: _____

Leave date/time: _____ Return date/time: _____

Vehicle(s) Requested: _____

Destination: _____

Lodging: _____

Purpose of trip: _____

Number of students riding in university vehicle(s): _____

Number of university employees in university vehicle(s): _____

University advisor/employee traveling with RSO: _____

University vehicles may only be used by RSO for conferences or an organized event directly related to the RSO mission linked to enhancing student learning. The RSO and student travel participants are responsible for upholding all NSU Motor Pool policies and procedures, NSU RSO policies and procedures, and NSU Student Conduct Code. Failure to do so will result in disciplinary procedures.

RSO must complete NSU RSO Travel Form, along with the required documents and information, prior to checking out University vehicles from Motor Pool.

Signed

Date

For office use only:

Student Affairs approved: _____

Date: _____ Motor Pool approved: _____

Person making request: _____

Last updated: 11/8/10

Email: _____ Phone: _____

RSO Chief Student Leader (president): _____

RSO University advisor: _____

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Signed Date

For office use only: Student Affairs approved: _____ Date: _____ Motor Pool approved: _____
