CENTRAL MICHIGAN UNIVERSITY

Risk Management

PRINT SAVE CLEAR FORM

CENTRAL MICHIGAN UNIVERSITY
EDUCATIONAL TRIP TRAVEL LOG

INSTRUCTIONS:

This form is to be completed **monthly** and returned to: **Risk Management-Motor Pool 1303A West Campus Drive**. This form is only needed when a Proposed Educational Trip Form has been previously submitted and the travel dates were unknown or contingent on the weather or other factors. If more than one student is traveling, a separate listing can be attached. **If a class listing is provided, students not participating in the trip should be clearly marked off the list**. *Please be sure to date each class list so Risk Management knows which class list is for which trip.*

Travel Date	Destination	Return Date	University Vehicle	Personal Vehicle Make & Model	Name of Personal Insurance Company
			No		
			No		
			No		
			No		
			No		
			No		
			No		
			No		
			No		
			No		
			No		
			No		
			No		

If you require more information, please contact the Risk Management Office direct at 989-774-3741 or risk@cmich.edu