CENTRAL MICHIGAN UNIVERSITY
EDUCATIONAL TRIP TRAVEL LOG

INSTRUCTIONS:

This form is to be completed **monthly** and returned to: **Risk Management-Smith 103**. 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