**CLERY ACT STUDENT TRAVEL FORM**

**NOTE**: Sponsoring units who sponsor student travel that involve an overnight stay are required to submit information about the names and locations of hotels, in order to assist the university in complying with the federal Clery Act. Please assist us in our federally mandated reporting by completing the information below for each program.

# Program/Group Name: Program Leader:

Name Title

Department Phone Email

**Travel Dates:** Departure: / / Return: / /

**Lodging Information:** If staying at more than one facility, please complete a separate form for EACH location.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel Name & Address** | **Check In Date** | **Check Out Date** | **Specific floor(s), room number(s) or**  **unit number(s) occupied** | **Purpose at this location** |
|  |  |  |  |  |

# This trip is:

a one-time trip

repeated each semester

repeated annually

other:

**If trip is repeated, our group:**

always stays at the exact same lodging facility uses various lodging facilities each trip

**Does the program include overnight side trips?** Yes No

**Person submitting this form:**

Name Signature Date

Submit this completed form to:

MSU Office of Clery Compliance

SUB 174

clerycompliance@montana.edu