



# Student Life Student Travel Agreement

Club / Organization: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Event: \_\_\_\_\_

I, \_\_\_\_\_, hereby agree to fulfill all of the terms listed below as a representative of Lake Superior College while attending:

**\*If you are under the age of 18, a guardian signature will be required at the bottom of this page.**

1. I understand that I will be held responsible for all of my individual costs for not attending the event without proper notification, including airline tickets, shuttle, conference fees and registration, lodging and advances received. Any funds owed to Lake Superior College will be billed to my student account.
2. I understand that I am responsible for returning all receipts from my travel to Student Life office at Lake Superior College within 5 days after return or I will not qualify to receive the travel reimbursements.
3. I understand that, as a representative of Lake Superior College, I will use the lodging and travel accommodations assigned by the college.
4. I understand that, as a representative of Lake Superior College, my lodging will be booked a same gender double occupancy rate. If I choose to book at single rate, I am responsible for the additional room and costs incurred.
5. I will attend and participate in all aspects of the event, except as excused by the college official attending the event.
6. I understand that I have chosen by my student organization to represent it and Lake Superior College. As a representative, I understand that any actions I take at an event will negatively or positively affect opinions of others about our organization and Lake Superior College.
7. As a representative, I will engage in behaviors that are responsible and mature. The consumption of alcoholic beverages (regardless of age), use of illegal substances, abusive or inappropriate behavior is in violation of Lake Superior College Code of Student Conduct and will warrant disciplinary actions that may result in dismissal from the event and could potentially lead to expulsion.

I understand that by signing this agreement, I am making a commitment to attend this trip. If I should cancel, I am responsible for reimbursing Lake Superior College for any expenses incurred.

Printed Name	Date of Birth	Student ID#
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Student Email	Phone	Allergies/ Medical Conditions
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Student Signature	Date	Parent/Guardian Signature (if under 18)	Date
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Emergency Contact Info: _____		
Name	Relationship	Phone