

# TRAVEL REPORT FORM

Campus Safety is required to request reportable Clery statistics from local agencies where students or student groups stayed at for 48 hours or more. Please provide the following information to assist the department in requesting this information from the appropriate local agency. If you traveled outside of the country please provide the country and cities you stayed in for 48 hours or more.

## TRIP INFORMATION

City stayed at for 48 hours or more:

Location(s) stayed (hotel/resort/condo name(s)):

Physical Address of Location:

Dates you stayed at the location(s):

Rooms/Units that were assigned to WP students/employees:

If this is an annual trip, did you stay at this same location last year?    Yes    No

Purpose of trip:

Number of students on the trip:

Advisor (if one went with student(s)):

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Name (print)

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Signature

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Date