Campus Recreation Travel Form

Campus Recreation Travel Recommendations:

1. All Campus Recreation-sponsored trips must file a completed travel form with their respective program coordinator.
2. All drivers are encouraged to complete the University of Wyoming Defensive Driving course; the course is required for driving University Vehicles.
3. Alcohol and illicit drugs are not allowed on Campus Recreation-sponsored trips.
4. The maximum passenger limit for 12- and 15-passenger vans is 9 people.
5. No vehicle travel may occur between the hours of 2am-5am.
6. In cases of inclement weather (including, but not limited to, road closures or "No Unnecessary Travel" advisories), the appropriate Campus Recreation Coordinator will consult with the trip leader to determine whether the group should travel.
7. In cases of inclement weather during return travel (including, but not limited to, road closures or "No Unnecessary Travel" advisories), the trip leader shall notify their appropriate Campus Recreation Coordinator of conditions. The Coordinator and trip leader will determine if travel should continue on the planned or alternate route. In cases where travel should not continue, the Campus Recreation Department will pay for lodging for all travelers and will secure excused absences for students.

Emergency Contact Information

Emergency: 911
University Police: (307) 766-5179 (24hours)
University Police fax: (307) 766-3694

Pat Moran, Director: 766-6480 (office)
760-7703 (cell)

Dan McCoy, OP: (307) 766-6488 (office)
(307) 742-0988 (cell)

Michael Sims, Club Sports: 766-6396 (office)
760-5815 (cell)

Campus Recreation Affiliation: **a. Outdoor Program (specify trip)**_____

b. Club Sport (specify team)_____

c. Other (specify group)_____

Trip Leader's names and cell phones:_____

Trip Destination: _____

Date/Time of trip departure: _____ **Estimated date/time of trip return:** _____

Description of Trip: _____

Driving directions to the site (or include attachment):_____

_____

_____

_____

Please give a detailed description of the event location. Include parking areas, landmarks, event phone numbers, etc._____

_____

_____

_____

Lodging information: _____ Phone: _____

Flight # (if applicable): _____ # of Vehicles in Group: _____

Vehicle #1 Drivers/Cell #'s:_____

Vehicle #2 Drivers/Cell #'s:_____

Vehicle #3 Drivers/Cell #'s:_____

Vehicle #4 Drivers/Cell #'s:_____

Roster of All Participants on trip (complete form or attach roster):

Participant Name	Participant Phone	Emergency Contact	Emergency Phone	Relationship to Participant