



Delta Chi Lambda, Inc.

Travel Request Form

*This travel form is being used to ensure the entity's safety and compliance during the course of the trip.
The form must be submitted to National Board for approval one month prior to the event.*

PLEASE TYPE OR PRINT LEGIBLY

Entity Name

Chapter

Date(s) of Event

Time of Departure

Time of Arrival

MODE OF TRANSPORTATION (Please describe the mode of transportation and the number of drivers for the trip. Include name and date of birth (MM/DD/YYYY) for ALL drivers.)

Please provide the following information for each vehicle:

Vehicle Make,
Model, Year

License
Plate #

Personal or
rental vehicle?

Owner Name

Owner
Phone #

In the case that the entity rents a vehicle, please provide proof of renter's insurance as a separate attachment.

EVENT DESCRIPTION (Please describe the proposed event in detail.)

CONTACT INFORMATION (Please provide the full address of the location at which the entity will be staying, as well as at least two phone numbers of contact at the location.)

Address

Name and Phone Number

Name and Phone Number

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The undersigned have read and understand the requirements as outlined in this form.

It is the chapter's sole responsibility to ensure that those involved are in compliance with University and National Board rules set forth in policies and/or the Chapter Bylaws and National Constitution. Please be responsible for your actions as you represent the organization. The National Board and Chapter Adviser are not responsible for the actions of those engaged in misconduct. The National Board is not responsible for any damages resulting from this event or any damages to vehicles during the course of the event.

Entity President

Date

Chapter Adviser

Date

National Director of Compliance & Policy

Date

National President

Date

Chapter Active Members (sign and date below)

Chapter New Members (sign and date below)

NOTE: *Parent/guardian signature is required for members under 18*

Did you remember to....

Complete the form in its entirety and return to National Director of Compliance?

Ensure that all fields are completed?

Submit at least one month in advance of the proposed event?