Traveling requires several forms to be filled out and returned to various locations. Follow this chart to ensure all forms are returned to the appropriate people.

**PLEASE NOTE: ONLY organizations affiliated with University Recreational Services (URS) need to turn in forms to URS!**

<table>
<thead>
<tr>
<th>Form</th>
<th>Trip Leader</th>
<th>Adviser</th>
<th>SIEO</th>
<th>Transportation</th>
<th>*URS (only)</th>
<th>SGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Name and Cell Phone List</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td>Travel Checklist</td>
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<tr>
<td>Hold Harmless Forms</td>
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<td>✓</td>
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<tr>
<td>Medical Forms</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Itinerary</td>
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<td>✓</td>
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<td>✓</td>
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</tr>
<tr>
<td>Emergency Phone List</td>
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<td>✓</td>
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<tr>
<td>Vehicle Use Agreement</td>
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<tr>
<td>SGA Vehicle Request</td>
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<td>✓</td>
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<tr>
<td>Wilderness First Responder Certification</td>
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<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>(Wilderness Trips ONLY)</td>
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