

UIC JOHN MARSHALL LAW SCHOOL



Student Travel Reporting Form

This form is to be completed for any UIC John Marshall Law School-related student activity that must be reported to Campus Safety & Security pursuant to the Law School's Student Travel Reporting Policy. This form must be submitted to Campus Safety & Security within two weeks of the conclusion of the student travel you are reporting.

Please complete this form in its entirety and submit it, along with any required documentation, via hand delivery to Campus Safety & Security or via email to Ali Haleem, Director of Campus Safety & Security, at ahaleem@jmls.edu

Student Group Name: _____

Travel Contact*: _____	_____	_____
Last Name	First Name	Title
_____	_____	_____
Department	Phone	Email

As the Travel Contact for this trip, I understand that I am a Campus Security Authority (CSA) for this trip and as such must report to Campus Safety & Security any crimes brought to my attention to have occurred during this trip.

Travel Dates: _____

Departure from the Law School	Return to the Law School
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Location of Activity (lodging facility or other contracted-for location paid for by the Law School):

Note: If the group contracted for more than one lodging facility or academic space, please complete a separate form for each facility.

Name

Street Address

City

State

Zip

Specific floor(s), room number(s), or unit number(s) occupied

This trip is (*please select*):

- a one-time trip
- repeated each semester
- repeated annually
- other* (If other, please explain): _____

If the trip is repeated, our group (*please select*):

- always stays at the exact same lodging facility
- uses various lodging facilities during each trip

Printed Name: _____ Date: _____

Signature: _____