

Clery Act Domestic and International Trip Form

This form is used if the University (department) has a written agreement with a third party to arrange trip accommodations and/or academic space for use of the accommodations or space; if the same accommodations are used by students (frequently used by students); and Supports or is used for the institution's educational purposes.

Point of Contact (Full Name) The designee(s) who is/are administratively responsible for student trips are expected to report student trip information	
E-mail address	
Sponsoring Department or University Organization	
Contact Phone Number	
Start Date of Trip	
End Date of Trip	
This trip is (check one): 1. A one-time trip _____ 2. Repeated each semester _____ 3. Repeated annually _____ 4. Other _____ <i>(provide trip frequency)</i>	
Hotel, Building Name, etc. Same Location Yes or No (please circle)	
Address, City, State, Zip <i>(if you prefer you may attach a document)</i>	_____ _____
International Address, Country <i>(if you prefer you may attach a document)</i>	_____ _____
Comments:	

Submit completed form to University Police Department, UPD-Records@txstate.edu ,
 Phone: 512-245- 2890.