



UNIVERSITY OF CAPE COAST

AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE

(ACECoR)



STUDENT TRAVEL REQUEST FORM

The Student Travel Request Form is to be completed by all ACECoR students at **least five (5) business days** before an anticipated trip outside the University of Cape Coast. Any student wanting to visit another city or country for at **least one (1) night** must complete the Student Travel Request Form. Last minute requests, less than five (5) days in advance, may not be approved, and students should not depart campus without approval of their permission to travel. Students travelling as part of any trip sanctioned by ACECoR or University of Cape Coast in general (e.g. sports team, field trip) are not required to complete a Student Travel Request Form. The Centre will request a signed permission form from coordinator for such trip school-sanctioned trips. Students who travel without permission (approval) shall be queried and possibly face disciplinary actions.

Date of Request:/...../.....

STUDENT INFORMATION

First Name: Last Name:

Email: Phone Number:

Student Registration number: Signature:

TRAVEL INFORMATION

Destination:

Organisation (if applicable):

City:

Country:

Departure Date (dd/mm/yyyy):/...../..... Return Date: (dd/mm/yyyy)...../...../.....

Trip Details (Describe the complete trip plan. Attach your flight itinerary, bus tickets, ferry tickets, etc. below if applicable)

.....

.....

.....

.....

Purpose of Trip

.....

.....

.....

CONTACT INFORMATION

Provide the required information of the adult (25 years or older) with whom you will be staying during your trip.

First Name: Last Name:

Email: Phone Number:

Age: Gender:

Relationship to student:

Address (Provide the full address of the house, condo, apartment or hotel where you will be staying.).....

.....

.....

TRAVEL AUTHORIZATION

	<i>Academic Advisor/Supervisor</i>	<i>Authorization Officer</i>
Name		
Signature		
Trip Approved or Not Approved?		
Date		

Additional comments by authorization officer:

.....

.....

.....

.....