

STUDENT TRAVEL REQUEST
For conference participation, performance, or exhibition
Must be approved prior to travel.

Name: _____ Date of Request: _____

Address: _____ Junior ____ Senior ____

Destination of Proposed Travel _____ Mileage from IWU _____

Indicate purpose of travel (conference, performance, or exhibition venue and location) _____

Dates of Proposed Travel: _____

Are you receiving other funds to support this trip? If so, please describe the source and amount of funding you are receiving: _____

Anticipated Travel Expenses:

Transportation: (airfare, train fare, etc.)	\$ _____
Ground Transportation (e.g. taxi)	\$ _____
Lodging	\$ _____
Meals	\$ _____
Conference Registration	\$ _____
Other (please describe)	\$ _____
TOTAL \$	_____

Faculty Sponsor – Amount of support you are recommending for this student: _____

Faculty Sponsor Approval Signature: _____

Please attach a brief description of the program and your role in it, including a copy of the information on the session in which you are participating, or a participation acceptance letter if possible.

-----Do Not Write Below this Line-----

*** To be completed by the Dean of Curricular & Faculty Development**

Travel Amount Approved \$ _____ Account to be charged # _____

Signed _____
Dean of Curricular & Faculty Development

Reimbursement Process:

1. Fill out a travel expense voucher (from the [Business Office](#)) including your IWU ID#
2. Submit travel voucher and receipts to the Dean of Curricular & Faculty Development with a copy of the approved travel request

Expense Voucher Authorized: Amount \$ _____ Date paid: _____

IWU CAMPUS EVENT

RELEASE, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT

I, _____, am a student at Illinois Wesleyan University (the "University"). I have agreed to attend an off-campus event for my course traveling to _____ on _____ (from here on called the "Event"). My participation in the Event is wholly and completely voluntary. As a condition of participating in the Event and in consideration of the University allowing my participation in the Event, I hereby agree as follows:

1. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release, acquit and forever discharge the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property, or both, including but not limited to any claims, demands, actions, causes of action, judgements, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during, or are connected in any manner whatsoever with my participation in the Program and/or any travel incidental thereto, wherever, whenever, or however the same may occur.
2. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, losses, damages, judgements may occur or expenses, including attorneys' fees, that they or any of them incur or sustain as a result of any claims, demands, actions or causes of action that arise out of, occur during, or are in any way connected with my participation in the Event and/or any travel incidental thereto, wherever, whenever, or however the same may occur.
3. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby knowingly and voluntarily assume all risk from any and all liability, losses, damages, judgments or expenses, including attorneys' fees associated with my participation in the Event, and for all matters related thereto, including, but not limited to: delays, changes, cancellations or substitutions of travel arrangements (specifically including any flight and hotel accommodations) for any reason whatsoever, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, accident, disease, injury (including death), property damage (including lost or stolen luggage), weather, strikes, acts of God, natural disasters, force majeure, war (whether formally declared or not), quarantine, civil unrest, civil war, public health risks, criminal activity, terrorism, or any circumstance or event beyond the control of the University
4. I understand that this agreement is intended to be as broad and inclusive as permitted by the laws of the State of Illinois and I agree that if any portion is held invalid, the remainder of this agreement will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in McLean County, Illinois.
5. I affirm that I am of legal age, or if not, that I have secured below the signature of my parent or guardian as well as my own, and am freely signing this agreement. I have read this entire agreement and fully understand that by signing this agreement, I am knowingly and voluntarily giving up substantial legal rights and remedies which may be available to me against the University. I further understand and acknowledge that prior to signing this Release, Assumption of Risk and Indemnification Agreement I have the right to consult with the advisor, counselor, or attorney of my choice. I understand that this agreement is a binding legal document.

CAUTION: READ THIS AGREEMENT CAREFULLY BEFORE SIGNING:

Signature of Student

Name (Printed)

Date

Signature of Parent/Guardian
(if student is under the age of 18)

Name (Printed)

Date