

North Carolina A&T State University
Division of Student Affairs
Departure Manifest for Student Travel

1. Complete this form ONLY when traveling with undergraduate students
2. Record only those students who actually board the bus, van, or car in preparation to leave campus.
3. Attach a detailed travel itinerary of the entire trip.
4. During regular business hours, this form should be submitted to the VCSA office in Murphy Hall as the travel party leaves campus.
5. Before or after regular business hours, this form should be submitted to UPD as the travel party leaves campus.

Destination (city, state): _____

Date and Time of Departure from NCAT: _____

Date and Time of Return to NCAT: _____

Hotel Name: _____

Hotel Street Address Hotel City/Zip: _____

Hotel Telephone No.: _____

Mode of Travel (bus, van, car, etc.): _____

Bus Company Name and Telephone No.: _____

Sponsoring Department/ School /College/Division: _____

Department Chair, Dean or Vice Chancellor Name: _____

Advisor/NCAT Employee Name: _____

