

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

SIUE SPONSORED STUDENT TRAVEL LODGING FORM

Per the federal "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", SIUE is required to collect and report crime statistics from local law enforcement agencies regarding certain non-campus lodging facilities where SIUE students are housed in reference to University sponsored overnight student travel. These reporting requirements include domestic as well as overseas travel arrangements regarding SIUE sponsored activities involving students. In order for a lodging facility to be governed by these reporting requirements, **all** three of the following criteria must apply:

- (1) The travel must be sponsored by SIUE in direct support of its educational purposes;
- (2) Students must utilize the lodging facility; and
- (3) The lodging facility must be used for **either**
 - a. Two (2) or more consecutive nights; **or**
 - b. Two or more non-consecutive nights in the same calendar year; **or**
 - c. On an annual basis for two (2) or more consecutive years regardless of the length of stay.

In order to comply with the federal requirements, all of the following information must be collected regarding SIUE sponsored overnight student travel which meets the above criteria. The university department sponsoring the travel is responsible for assuring: (1) that **all** blocks on an SIUE Sponsored Student Travel Lodging Form are fully completed regarding any University sponsored overnight student travel as defined above; (2) that a separate SIUE Sponsored Student Travel Lodging Form is fully completed for each separate lodging facility that meets the above criteria; and (3) that fully completed SIUE Sponsored Student Travel Lodging Form(s) are forwarded to the SIUE Police Department Records Unit at Campus Box 1041 within two weeks of returning from the travel.

HOTEL / LODGING FACILITY INFORMATION

Name of Hotel / Lodging Facility:		Facility's Telephone Number:	
Facility's Street Address:	City:	State:	ZIP Code:
Date Arrived:	Date Departed:	Room Numbers Occupied During Stay:	
Additional Comments:			

LAW ENFORCEMENT AGENCY INFORMATION

Name of Law Enforcement Agency Having Jurisdiction Over Lodging Facility:		Law Enforcement Agency's Non-Emergency Telephone Number:	
Law Enforcement Agency's Street Address:	City:	State:	ZIP Code:
Law Enforcement Precinct/District #:	Additional Comments:		

UNIVERSITYSPONSORED TRAVEL INFORMATION

SIUE Department Sponsoring Trip / Travel:	Contact Person's SIUE Telephone Number:
Printed Name of Contact Person:	Signature of Contact Person:
Reason For Travel:	