**Student Signature Page for Travel Requests**

I understand that I must meet the specified 60 day deadline for submission of the Excused Absence request form in order to be considered for housing. I understand that if I am NOT requesting travel accommodations, I am still responsible for notifying administration 60 days in advance of my intentions to attend said meeting.

I understand that housing is a privilege and is not always provided for students travelling to conferences.

I understand that males and females will be housed separately. No exceptions unless married.

I understand that specific rooming assignment requests will not be honored.

I understand that once housing arrangements are made, no room changing will be permitted.

I understand that if I am unhappy with my rooming assignment, I am free to make my own hotel reservation, at my expense.

I understand that while traveling as a representative of LECOM, I will not consume alcoholic beverages, and will adhere to all other requirements in the Academic Catalog and Student Handbook for professional behavior.

I understand that, should any problem(s) arise during the conference, I will contact the Director of Travel for my campus, Director of Student Affairs, or the specific Associate/Assistant Dean of my program, for assistance.

Signed,

Signature Date

**Please print:**

Name

Contact Phone Number:

**Conference Attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**