



Campus Life Student Clubs and Organizations Travel Policy

Name: _____ Molloy ID: _____

Cell Phone #: _____ Group and Trip: _____

I, _____, understand that while traveling with or for my Molloy College organization or college-sponsored trip I am a representative of Molloy College. As such, I agree to abide by the following college policies while at, or in transit to or from, College-sponsored events:

1. I understand that I am an ambassador for Molloy College and I agree to conduct myself in such a way as to represent my college in a positive manner.
2. I agree to maintain, and return in a timely manner, all necessary documentation related to college-provided funds for travel expenses including receipts, cash, or a combination thereof totaling the amount provided. I understand that I am financially liable for any provided funds that are not accounted for following the trip.
3. In addition to standards outlined in the Student Handbook, I understand that the following policies regarding possession and consumption of alcohol apply:
 - a. Possession or consumption of alcohol is prohibited at all times while on a college sponsored trip, regardless of age.
 - b. Alcohol/Alcoholic Beverages may not be purchased with college funds.
4. Per college conduct codes, possession, use, or distribution of illegal drugs, unlawfully obtained prescribed medical drugs, or drug paraphernalia, and the abusive or unlawful use of over-the-counter drugs is strictly forbidden at all times.
5. I understand that I will be held liable for any ancillary charges incurred on my behalf including, but not limited to: room service charges, damage charges, or any other charges billed directly to the college that were not provided for in the planning of the trip.
6. I understand that this policy applies to all travel provided by or for Molloy College throughout the 2016-2017 Academic Year.

Failure to abide by the policies outlined above may result in Disciplinary Action. Any financial charges incurred will be treated as a debt to the college and all applicable college rules will apply.

Student Signature: _____ Date: _____