

**STUDENT TRIP INSURANCE  
Morehead State University  
Office of Environmental Health & Safety**

*\*Please note that no premium is due from any MSU department/group for the 2018-19 academic year for University sponsored & supervised domestic field trips. This form must still be submitted for each covered trip.*

Activity \_\_\_\_\_

Destination \_\_\_\_\_

**\_ Departure Information**

o Date \_\_\_\_\_ Hour \_\_\_\_\_ A.M./P.M.

**Return Information**

o Date \_\_\_\_\_ Hour \_\_\_\_\_ A.M./P.M.

Applicable Daily Premium	Total Number of Days for Coverage	=	Total Premium Per Participant	X	Number of Participants	=	Total Premium Due
<b>\$0</b>	X _____	=	_____ <b>\$0</b> _____	X	_____	=	_____ <b>\$0</b> _____

\*One day is  
24 hours or a  
portion  
thereof.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**MSU Eagle ID**

\_\_\_\_\_  
**Organization or Class**

\_\_\_\_\_  
**Date**

**\*IMPORTANT: Complete the following steps**

Completed form and a list of the students participating should be submitted within the month that the trip occurred.

Please email, fax or mail the form to:  
**Office of Environmental Health & Safety**  
**Attn: Holly Niehoff**  
**200 American Legion Way**  
**Morehead, KY 40351**  
**Phone: 783-2179**  
**Fax: 783-2359**  
**Email: h.niehoff@moreheadstate.edu**