

**Concordia University, Nebraska**  
**Clery Act - Student Trip Reporting Form**  
*all fields must be completed*

<b>Name of Reporting Person</b>	
<b>Title</b>	
<b>Contact E-mail Address</b>	
<b>Contact Telephone Number</b>	
<b>Sponsoring Department or University Organization</b>	
<b>Campus Security Authority Training</b> <i>(date completed)</i>	
<b>Trip Start Date</b>	
<b>Trip End Date</b>	
<b>Name of Accommodations</b> <i>(Hotel, Inn, Dorm, etc.)</i>	
<b>Address</b>	
<b>City</b>	
<b>Zip Code</b>	
<b>Country</b> <i>(Outside the US)</i>	
<b>Room Numbers, Floor, Etc.</b> <i>(University Occupied)</i>	
<b>Contact information for police of jurisdiction(s) visited</b> <i>(please include email, address, and telephone number if possible)</i>	
<b>Comments</b>	

**Questions?**

If you have questions on whether a trip/program should be reported, please contact the General Counsel and Clery Compliance Officer, Kirby Klappenback, at 402-643-7192 or [Kirby.Klappenback@cune.edu](mailto:Kirby.Klappenback@cune.edu)

**Return completed form to Kirby within two weeks after completion of trip.**