



CLASSROOM-RELATED, OFF-CAMPUS FIELD TRIP REQUEST FORM

— This form is to be used for classroom related, off-campus field trips involving students.

Complete the information below and attach to a standard Travel Approval and Reimbursement Request. (NOTE: A separate Travel Approval Form is required for each instructor accompanying the group.) Forward both completed forms through the Department Chair/Program Manager and the Vice President for Instructional Affairs *at least two (2) weeks in advance of the proposed trip* to allow sufficient time for routing. Approved copies will be processed and filed in the Business Office.

TRIP INFORMATION

DATE OF REQUEST:	INSTRUCTOR:		
GROUP OR CLASS TRAVELING:			
DATE(S) OF TRIP:	DEPARTURE TIME:	RETURN TIME:	
DESTINATION:			
INSTRUCTIONAL PURPOSE OF TRIP:			
COLLEGE TRANSPORTATION REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, INDICATE TYPE:			
SOURCE OF FUNDING (Budget #):			
LOCATION OF FILED RELEASE FORMS:			# OF STUDENTS TRAVELING:

LIST OF PARTICIPATING STUDENT(S)

(If additional space is needed, continue list on separate page and attach)

	NAME	ID #		NAME	ID #
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

APPROVALS

PRINTED NAME OF INSTRUCTOR	SIGNATURE OF INSTRUCTOR	DATE
PRINTED NAME OF DEPT. CHAIR/PROGRAM MANAGER	SIGNATURE OF DEPT. CHAIR/PROGRAM MANAGER	DATE OF APPROVAL
Dr. Barbara Burrows	SIGNATURE OF VICE PRESIDENT FOR INSTRUCTIONAL AFFAIRS	DATE OF APPROVAL
VICE PRESIDENT FOR INSTRUCTIONAL AFFAIRS		