



OFF-CAMPUS FIELD TRIP AND STUDENT ACTIVITY REQUEST FORM

This form is to be used for off-campus student activity, athletic events, field trips and other off-site 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 advisor accompanying the group.) Forward both completed forms through the Coordinator of Student Life and the Vice President for Student Affairs ***at least two (2) weeks in advance of the proposed trip*** to allow sufficient time for routing. If this is an academic-supported organization, the form must first be signed by the Department Chair/Program Manager and Vice President for Instructional Affairs. Approved copies will be processed and filed in the Business Office. A copy will also remain in the Office of Student Life.

TRIP INFORMATION

DATE OF REQUEST:	ADVISOR:	
CLUB OR ORGANIZATION TRAVELING:		
DATE(S) OF TRIP:	DEPARTURE TIME:	RETURN TIME:
DESTINATION:		
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 ADVISOR	SIGNATURE OF ADVISOR	DATE
SIGNATURE OF DEPT. CHAIR/PROGRAM MANAGER	SIGNATURE OF DIRECTOR OF STUDENT LIFE	DATE
SIGNATURE OF VICE PRESIDENT FOR INSTRUCTIONAL AFFAIRS	SIGNATURE OF VICE PRESIDENT FOR STUDENT AFFAIRS	DATE

