



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 VICE PRESIDENT FOR INSTRUCTIONAL AFFAIRS	SIGNATURE OF VICE PRESIDENT FOR INSTRUCTIONAL AFFAIRS	DATE OF APPROVAL