



## FIELD TRIP REQUEST (AA-08/23)

Field trip requests must be submitted to the Provost at least fourteen days prior to the date of the proposed trip. Refer to the Faculty Manual for travel regulations or contact the Business Office regarding necessary paperwork prior to all trips to ensure travel requirements. Faculty members should not make final plans for field trips until approval is obtained. Please attach an alphabetical listing of the students participating in this field trip, emergency contact information, and itineraries.

Class or group desiring to leave campus: \_\_\_\_\_

Place to be visited: \_\_\_\_\_

Date of trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Other comments or information: \_\_\_\_\_

Mode of transportation (College vehicle, private vehicle, etc.) If overnight where will the group stay?  
\_\_\_\_\_

How will the trip be financed? \_\_\_\_\_

Faculty members and other chaperons making this trip please sign here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended  Not recommended \_\_\_\_\_  
Department Chairperson Date

Approved  Not approved \_\_\_\_\_  
Provost Date