



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 car, bus, 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