

## CLASS/GROUP FIELD TRIP

Sponsor: \_\_\_\_\_ Department: \_\_\_\_\_

Course/Section: \_\_\_\_\_ Building/Room: \_\_\_\_\_

Field Trip Dates: \_\_\_\_\_ Weekend Y/N? \_\_\_\_\_ Total Days: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: \_\_\_\_\_

\_\_\_\_\_

Address

Telephone No.

Transportation Arrangements: \_\_\_\_\_

\_\_\_\_\_  
(If District vans are needed, complete a Vehicle Request Form.)

Participants Names: Listing of all participants is either on the reverse side or is attached.

\_\_\_\_\_

Faculty Member's Signature

Name

### ADMINISTRATIVE APPROVAL:

\_\_\_\_\_

Chairperson

Date

NOTE: For any travel expense reimbursement fill out the Travel Authorization and Reimbursement form and submit for administrative approval prior to the trip.

**Keep Original Form on File in Main Departmental Office**

Copies of Daytime Trips to: -Faculty Member, Dean

Copies of Night & Weekend Trips to: -Faculty Member, Extended Services Office, Campus Security Office, Information Desk/Switchboard