



Field Trip Application Form

Updated 5/10/12
Revised 10/2/14

Instructor:

Course Title:

Course Number:

Semester/Year:

Date(s) of field trip:

Field trip destination:

Purpose of field trip:

Describe how the field trip is related to the course:

Number of students involved:

Number of hours involved:

Time of leave:

Time of return:

Does the field trip conflict with other classes?

If yes, explain what will be done to resolve the conflicts.

Estimated expenses per student: (if any)

Meals:

Mileage:

Admission Fee:

Other (explain):

Total Estimated Expenses \$

Estimate number of miles roundtrip:

*Administration Manual #385.5 must be met. College cars must be used for transport of students for College sponsored activities. **To reserve school cars, please see the dean in charge of cars.** If private cars are used, please follow the requirements outlined in #385 of the Administration Manual.*

Instructor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Dean of Students Signature: _____ Date: _____

Vice President for Academic Affairs: _____ Date: _____

Copies to: () VPAA () Department Chair/ESL Director () Instructor () Dean of Students