



# FIELD TRIP REQUEST FORM

(Must be submitted in duplicate to the appropriate division chair at least **TWO** weeks prior to the proposed trip)

PLEASE PRINT ALL INFORMATION

Date Submitted: \_\_\_\_\_

Date/Time of Field Trip: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Type of Field Trip and Purpose:

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

Place \_\_\_\_\_

Contact at Site: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Transportation: \_\_\_\_\_ Projected Cost: \_\_\_\_\_

\*\* A Travel Authorization, or Pre-Approval Report, must be submitted through ChromeRiver to accompany this request.\*\* Please initial here indicating this has been completed: \_\_\_\_\_

Students Attending: (Name or Course and Section #)

**Student release forms are on file with the Department Head** \_\_\_\_\_YES \_\_\_\_\_NO

Faculty Members Attending: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approval of Division Chair: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approval of Dean: \_\_\_\_\_ Date \_\_\_\_\_

**Copy Distribution:** 1 copy on file with Division Chair  
1 copy sent to the Assistant Registrar for Curriculum Reporting

**On the day of field trip, please post this request form on door**