

All field trips and travel with students must receive prior approval. Once a trip is approved, the requesting individual is responsible for all aspects of the necessary coordination and arrangements.

PROCESS:

1. Complete this form and submit it to your supervisor, or to the Dean of Student Affairs in the case of a student organization, for approval at least two weeks prior to the date of the trip.
2. Upon approval, arrangements should be made with Business Services to reserve a college vehicle as necessary.

The Business Office will not reserve a vehicle for travel with students without a signed and approved copy of this form attached to the Vehicle Request Form.

3. Prior to departure, the employee must submit to their supervisor, or to the Dean of Student Affairs in the case of a student organization, completed and signed "Accident Waiver and Release of Liability" forms and/or "Domestic Travel Release and Waiver" forms for each student participant. The College reserves the right not to pay or reimburse for trips that do not follow the above process.

■ Description

Trip Supervisor(s): _____

Course or Student Organization Title: _____

Destination: _____

Dates of Proposed Travel: _____

Purpose of Trip: _____

What budget is supporting this trip: _____

Please explain how this trip aligns with course outcomes or the student organization's mission:

■ Logistics

Please identify the means of transportation for this trip:

- | | |
|---|--|
| <input type="checkbox"/> FVCC Vehicle(s) | <input type="checkbox"/> Chartered Bus |
| <input type="checkbox"/> Carpooling (with licensed and insured drivers) | <input type="checkbox"/> Rental Vehicle(s) |
| <input type="checkbox"/> Airplane | <input type="checkbox"/> Other: _____ |

FOR OVERNIGHT TRIPS ONLY

Name(s) and phone number(s) of where the group will be staying:



Advisor Section

Please provide a general itinerary of where the group will be at approximately what days and times.

Approvals

Trip Supervisor

Date

Trip Supervisor's Supervisor Signature

Date

This form remains with the trip supervisor's supervisor or the Dean of Student Affairs in the case of a student organization. If applicable, attach a copy to the Vehicle Request Form.

FOR OFFICE USE ONLY

- Approved
- Denied

REVISED 2/2019