

## Field Trip Approval

All field trips must be pre-approved by the Dean. Requests for approval of in-town field trips must be submitted at least two weeks in advance of the trip. Requests for approval of out-of-town trips should be submitted in accordance with deadlines for publication of the Course Schedule.

From the Faculty Handbook, faculty seeking approval of a field trip must submit a written request that includes the following:

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Course Prefix, Section & Number

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Purpose of Trip

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Date / Time / Location

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Itinerary

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Means of Transportation

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Overnight Arrangements (if applicable):

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Automobile Insurance Coverage (if applicable):

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Costs and Source of Funds

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

Print Name	Signature	Date
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Dean: \_\_\_\_\_

Print Name	Signature	Date
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VP/Provost: \_\_\_\_\_

Print Name	Signature	Date
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President: \_\_\_\_\_

Print Name	Signature	Date
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*The Dean authorizes in-town field trips and/or course related travel.*

*The Provost authorizes out-of-town field trips.*

*The President authorizes out-of-state and out-of-country field trips.*