

## OFF-CAMPUS FIELD TRIP AND STUDENT ACTIVITY REQUEST LEVY CAMPUS

## This form is to be used for all off-campus student activity, athletic events, field trips and other off-site trips involving student clubs and organizations.

Complete the information below and attach to a standard Travel Approval and Reimbursement Request. A separate travel approval form is required for each advisor accompanying the group. Forward both completed forms to the Campus Manager's office **at least two weeks in advance of the proposed trip** to allow sufficient time for routing. Approved copies will be processed and filed in Financial Operations. A copy will also remain in the Office of Student Life.

Trip	Information:						
Date	of request:	Advisor:					
Club OR organization traveling:							
Date(	(s) of trip:	Departur	Departure time:				
Destination:							
Purpose of trip:							
College transportation requested: No Yes If yes, indicate type:							
	e of funding (Budget No.):						
Location of filed release forms: No. of students traveling:						eling:	
List of Participating Student(s): (If additional space is needed, continue list on separate page and attach)							
	Name			Name	1 10	CF ID No.	
1.			11.				
2.			12.				
3.			13.				
4.			14.				
5.			15.				
6.			16.				
7.			17.				
8.			18.				
9.			19.				
10.			20.				
Approvals							
Advisor/Instructor Date							
Campu	Campus Manager Signature Date						
Dean, Jack Wilkinson Levy Campus Date							

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