



**OFF-CAMPUS FIELD TRIP  
AND STUDENT ACTIVITY REQUEST**

**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 director of Student Life **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: \_\_\_\_\_  
MM/DD/YY

Club or organization traveling: \_\_\_\_\_

Date(s) of trip: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

College transportation requested:  No  Yes If yes, indicate type: \_\_\_\_\_

Source of funding (Budget No.): \_\_\_\_\_

Location of filed release forms: \_\_\_\_\_ No. of students traveling: \_\_\_\_\_

**List of Participating Student(s)** (If additional space is needed, continue list on separate page and attach)

	Name	CF ID No.		Name	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 Signature \_\_\_\_\_ Date: MM/DD/YY \_\_\_\_\_

Director of Student Life Signature \_\_\_\_\_ Date: MM/DD/YY \_\_\_\_\_

Vice President for Student Affairs Signature \_\_\_\_\_ Date: MM/DD/YY \_\_\_\_\_