



APPENDIX 1 – TRIP REQUEST FORM
For College-Sponsored Travel

Faculty/Staff Member requesting travel: \_\_\_\_\_

Department: \_\_\_\_\_

PART A - TRIP ITINERARY

Destination (specific): \_\_\_\_\_

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

Method of travel: \_\_\_\_\_

Name(s) of driver(s): \_\_\_\_\_

Index to be charged: \_\_\_\_\_

Associated institutional costs:

Associated student costs:

Will travel be funded with any student club or student government funding? [ ] Yes [ ] No

\*Academic student travel utilizing student club or student government funding must be approved by the Associate Dean of Academic and Student Affairs.

CHECK THE APPROPRIATE BOX or BOXES:

[ ] Academic Course Requirement

[ ] Academic Course Elective

All academic student travel must be approved by the Associate Dean of Academic and Student Affairs and Part B (page 2) of this form must be completed.

[ ] Non-Academic: All non-academic college-sponsored student travel or any travel utilizing student club or student government funding must be approved by the Associate Dean of Academic and Student Affairs.

Associate Dean of Academic and Student Affairs

Date

Please submit to the Business Office with a Request and Authorization to Travel, copies to Division Chair (for academic) and the Associate Dean of Academic and Student Affairs (for academic or non-academic)



**PART B – LEARNING OUTCOMES (ACADEMIC PROGRAMS MUST COMPLETE THIS SECTION)**

**Course:** \_\_\_\_\_ **Meeting days/time:** \_\_\_\_\_

**Intended learning goals and objective (include supply justification for the destination chosen):**

**How will intended learning goals and objectives be met if student/s are unable to travel?**