

Academic Travel Memo Day Trip/Field Trip

DATE:

TO:

FROM:

**SUBJECT: Academic Travel
Day Trip/Field Trip**

In regard to the Day Trip/Field Trip you have scheduled, please review the chart below which outlines the various forms that need to be completed before and after your travel can take place.

Initial as items are completed:

Prior to Day Trip		
Form C	Academic Travel Day Trip/Field Trip Excused Absence Notification	This Notice details trip information. It needs to be completed by the responsible faculty member and submitted to Academic Affairs three weeks prior to the trip.
Form A	Travel Approval Expense Report	For insurance purposes, use when traveling outside a 30 mile radius on official college business. This form should be sent through proper channels for approval prior to the trip. Even if no funds are need for the trip, the person responsible should complete this form for college approval of the trip.
Form F	Waiver of Liability/General Form	Waiver of liability for risk. To be completed by each traveler. Completed forms should be sent to Administration and Finance prior to the trip. If a student elects not to sign the form, he/she is not allowed on the trip, nor is the student allowed to travel by him/herself and meet the group at the destination.
Form H	Trip Registration Form for Public Safety	For emergency purposes, this form must be completed listing each traveler's name, phone and emergency contact information. Completed form should be sent to Public Safety prior to the trip.
Form J	Request for Use of Academic Affairs Van	This form should be sent to Academic Affairs for approval two weeks prior to the trip.
Form K	Request for Use of SGA Van For Organization Travel	This form should be sent to the Office of Public Safety for approval two weeks prior to the trip.
Form L	Request for Use of ZETA Bus For Organizational Travel	This form should be sent to the Athletic Department for approval two weeks prior to the trip.
After Day Trip		
Form B	Expense Report, if costs involved	This forms needs to be completed to account for all expenses of the trip. Record any expenses and/or reimbursements.

If you have any questions, please contact your faculty secretary or Academic Affairs at 7643, the Assistant Controller in Accounts Payable at 7767 or Administration and Finance at 7277.