FIELD TRIP AUTHORIZATION REQUEST

Requestor __________________  Date ____________  Course/Section No. __________________

Purpose of Trip ________________________________________________________________

METHOD OF TRANSPORTATION                          DESTINATION

State Vehicle ____________________ Inside VWCC Service Area
(Specify Location) ________________

Private Vehicle
Reimbursement Requested ______  Outside VWCC Service Area
Reimbursement Not Requested ____  (Specify Location) _________________________

Other

TYPE OF TRIP       FACULTY MEMBER(S) IN CHARGE       DATE OF TRIP

In Class Time ____  ___________________________________________  First Choice

Out of Class Time ____  ________________________________  Rain Date

MISCELLANEOUS INSTRUCTIONS

1. A Travel Estimate Worksheet must also be submitted for any trip requiring reimbursement and for any trip outside of the VWCC service area.

2. An Assumption of Risk Form must be signed by each student and kept on file in the faculty member's office for at least six months after the trip. If the trip is out of class time, a list of the students and class conflicts must also be submitted.

3. If a state vehicle is requested, a copy of the Professional Leave Form should be sent to Facilities Management Services to authorize use of the vehicle.

4. This form should be submitted at least four class meetings in advance of the date listed as first choice when the trip is either "Out of Class Time" or when it requires travel "Outside VWCC Service Area."

APPROVAL

In Class Time Trips:  Approved(  ) ___________________________  Division Dean  Date
                      Disapproved(  )  ___________________________  Division Dean

Out of Class Time Trips:  Recommended(  ) ___________________________  Division Dean  Date
                      Not Recommended(  ) ___________________________  Division Dean

Out of Class Time Trips  Approved(  ) ___________________________  Vice President of Academic and Student Affairs  Date
                      Disapproved(  )  ___________________________  Vice President of Academic and Student Affairs

Remarks concerning disapproval ____________________________________________________