Revised 6/2016

VIRGINIA WESTERN COMMUNITY COLLEGE

FIELD TRIP AUTHORIZATION REQUEST

Requestor _____ Date _____ Course/Section No. _____

Purpose of Trip _____

METHOD OF TRANSPORTATION

State Vehicle _____

Private Vehicle
Reimbursement Requested _____
Reimbursement Not Requested _____

Other

DESTINATION

Inside VWCC Service Area
(Specify Location) _____

Outside VWCC Service Area
(Specify Location) _____

TYPE OF TRIP	FACULTY MEMBER(S) IN CHARGE	DATE OF TRIP
		First Choice
In Class Time ____	_____	_____
		Rain Date
Out of Class Time ____	_____	_____

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( ) _____
Disapproved( ) Division Dean Date

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

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

Remarks concerning disapproval _____