

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 _____

DESTINATION

Inside VWCC Service Area
(Specify Location) _____

Outside VWCC Service Area
(Specify Location) _____

Other _____

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 **Chrome River** travel pre-approval and expense report must 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, follow the directions found at [State Vehicle Reservations – Facilities Management Services – Virginia Western Community College](#) to reserve a 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() School Dean Date

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

Out of Class Time Trips Approved() _____
 Disapproved() Vice President of Academic and Workforce Solutions Date

Remarks concerning disapproval _____