

Date

STUDENT FIELD TRIP FORM

STU

(When charging more than one organization #.)

Table with Name of Organization, Organization #, Field Trip, Athletics, SAFAC, Professional travel, Other, and CWID columns.

Date/Place/Purpose of Meeting:

Table with Actual Departure, Actual Return, Faculty Advisor/Sponsor(s), and CWID sections.

Main expense tracking table with columns for Business Office Use Only, Document #/Date, Transportation, Prepay, Actual, Lodging, Meals, and Registration.

BUSINESS OFFICE USE ONLY - FINAL

Summary table with By, Date, Preapprovals, and Final Approvals sections.

Student Field Trip Procedures

When students participate in an approved trip (including athletic game trips), the Student Field Trip form is completed by the trip sponsor for an advance of estimated expenses and submitted to the Business Office.

- List of procedures including: Student field trips must have a direct instructional benefit; form submission to area dean/vice president; advance payment deadlines; SAFAC fund approval; list of names and CWID numbers; expense categories (Transportation, Lodging, Meals, Registration); and final submission requirements.