

Student Travel and Field Trip Details

Every student participating in a college sponsored trip must read and sign a Release of Liability form prior to departure or the beginning of the event. In addition, students who are younger than 18 years of age must have the signature of a parent or guardian. (Contact office of VP for Finance & Admin for more information)

Please complete to certify student(s) eligibility for travel, registration, or business expenses

LC request that a faculty or staff be identified for all student travel. This must be someone who is willing to be a point of contact for the college during travel.

Responsible Employee _____	Department _____
Emergency Contact Name _____	Emergency Contact # _____

Business Purpose

WHO Please print the name(s) of the student(s) participating (add separate sheet as needed)

WHAT Explain the activity or conference

WHERE Give the location of activity or conference

WHEN Indicate the inclusive dates the activity or conference will take place

WHY Describe the benefit of the activity or conference to the college

Estimated Travel Expenses

Cost Center _____

# of students _____		Airfare	Lodging	Per Diem	Other	Total
	@	airfare	Lodging	per diem per student	Other expense	Other-desc
RQ #'s _____ _____ _____						

_____ Initial to verify that all student Release of Liability forms have been signed and submitted

Signature of Responsible LC Employee

Date

Signature of Department Head

Date