

Revised Form 11/12/15  
**REQUEST FOR FIELD TRIP CHARGE**  
Submit to Office of Academic Affairs

Date of Request \_\_\_\_\_

(deadline for request is June 1 for Fall Semester, November 1 for Spring Semester and April 1 for Summer Semester)

Semester      † Fall 20 \_\_\_\_\_      † Spring 20 \_\_\_\_\_      † Summer 20 \_\_\_\_\_

Name of Department \_\_\_\_\_

Number and Name of Course \_\_\_\_\_

Description of Field Trip(s) \_\_\_\_\_

\_\_\_\_\_

Last year's field trip charge for this course \_\_\_\_\_

Total amount collected last fiscal year for this same course \_\_\_\_\_

Amount used last fiscal year for admission fees at entry

Rationale for amount requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head Signature \_\_\_\_\_

Dean or Associate Dean Signature \_\_\_\_\_

Vice President for Academic Affairs Signature \_\_\_\_\_

- copied: Dean  
Department Head  
Director of Accounting Services/Controller  
Registrar  
Vice President for Finance and Business/CFO