



**OFF-CAMPUS FIELD TRIP
AND STUDENT ACTIVITY REQUEST
LEVY CAMPUS**

This form is to be used for all off-campus student activity, athletic events, field trips and other off-site trips involving student clubs and organizations.

Complete the information below and attach to a standard Travel Approval and Reimbursement Request. A separate travel approval form is required for each advisor accompanying the group. Forward both completed forms to the Campus Manager's office **at least two weeks in advance of the proposed trip** to allow sufficient time for routing. Approved copies will be processed and filed in Financial Operations. A copy will also remain in the Office of Student Life.

Trip Information

Date of request: _____ Advisor: _____
MM/DD/YY

Club or organization traveling: _____

Date(s) of trip: _____ Departure time: _____ Return time: _____

Destination: _____

Purpose of trip: _____

College transportation requested: No Yes If yes, indicate type: _____

Source of funding (Budget No.): _____

Location of filed release forms: _____ No. of students traveling: _____

List of Participating Student(s) (If additional space is needed, continue list on separate page and attach)

	Name	CF ID No.		Name	CF ID No.
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

Approvals

Advisor/Instructor Signature _____ Date: MM/DD/YY _____

Campus Manager Signature _____ Date: MM/DD/YY _____

Levy Campus Provost Signature _____ Date: MM/DD/YY _____