

## Field Trips and Travel Courses Pre-Approval Form

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### Instructions

#### Step 1: Faculty Member Submits Approval Form

All requested field trips must be reviewed and approved **in advance**. Please complete the *Field Trips and Travel Courses Pre-Approval Form* (page 2) and email it to your **School Director** and to Student Services Sr. Staff Assistant, **Amanda Kowalczyk** ([ackpgd@rit.edu](mailto:ackpgd@rit.edu)).

#### Step 2: School Director Reviews Approval Form

The School Director will review the information and schedule a time to discuss your plans with you. This needs to be done **before making any travel arrangements, or asking students to complete forms**.

Field trips will be considered for approval based on the following:

- Directly related to curriculum requirements
- All participants must follow all safety protocols
- Unless RIT is providing transportation, field trips should be considered **optional**.

#### Step 3: Approval Process for Travel

- If the field trip is:
  - **Under \$500**, it requires approval from the **School Director only**
  - **\$500 or more and if approved by the School Director**, the Sr. Staff Assistant will forward to CAD Finance for further processing
  - **Overnight and if approved by the School Director**, the Sr. Staff Assistant will forward to CAD Finance for further processing

#### Step 4: Submits Travel Required Information

**IF approved, the faculty member collects** the following required information:

1. Electronically signed **Field Trips and Travel Courses Pre-Approval Form** (page 2)
2. **List of Student Names and University ID #'s** – you can attach a class list or if not a class, include a word doc with this (including TAs or GAs going on trip). If class/group is attending in smaller sub-groups, please include this information with your submission (which students in which time slot)
3. **Emergency contact forms**, including TA/GA/Faculty member, should be together and alphabetical by last name.

**Combine** the emergency contact forms into one PDF document.

- Naming format must be:  
**instructor last name\_first name\_school\_date of travel\_location**  
**Example:** *lastname\_firstname\_22sept2021\_MAG*

4. Trip Itinerary: for multi-day trips ONLY

**Email** the following documents to [cadfieldtrips@rit.edu](mailto:cadfieldtrips@rit.edu):

- The electronically signed pre-approval form, the class list with university IDs, the combined PDF of emergency contacts, and the trip itinerary (if applicable) must be emailed together.
- Do not send these in separate emails.
- Email subject line: "**Field Trip – instructors last name**" (**ex:** *Field Trip-LastName*)

## Field Trips and Travel Courses Pre-Approval Form

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Please complete the PDF form using Adobe Acrobat.

### Course Information

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Instructor: \_\_\_\_\_

Class Name: \_\_\_\_\_

Course ID \_\_\_\_\_ Class ID \_\_\_\_\_

Number of Students: \_\_\_\_\_

### Travel Information

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Type of Travel:     Field Trip     Travel Course for Credit     Travel Course for Non-credit

Destination Name \_\_\_\_\_

Address \_\_\_\_\_

Destination Contact \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Impact on Curriculum \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_ *Dates cannot exceed the term*

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Travel Expense Total \_\_\_\_\_

Instructor's Cell Phone Number \_\_\_\_\_

### Approval

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School Director's  
Signature \_\_\_\_\_

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Dean's  
Signature \_\_\_\_\_