

Field Trip Approval Form

Instructions

Step 1: Submit and Review Field Trip Approval Form

All requested field trips must be reviewed and approved **in advance**. Please complete the local field trip approval form (page 2) and email it to your **School Director**.

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: Submit 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_22sept2022_MAG*

4. Trip Itinerary: for multi-day trips ONLY

Email the following documents to 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 if possible.
- Email subject line: **“Field Trip – instructors last name”** (*ex: Field Trip-LastName*)

For more information about travel/trip guidelines: <https://www.rit.edu/fa/traveltrip-guidelines>

Field Trips and Travel Courses Pre-Approval Form

Please complete the PDF form using Adobe Acrobat.

Course Information

Instructor: _____

Class Name: _____

Course ID _____ Class ID _____

Number of Students: _____

Travel Information

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

School Director's
Signature _____