

## Class Field Trip Request

Course Number & Title: \_\_\_\_\_

Trip(s) to: \_\_\_\_\_

Departure Date(s) & Time(s): \_\_\_\_\_

Return time(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

Method of Travel: \_\_\_\_\_

In addition to making this request, please note that you will also need to work directly with the Risk Management Office to get Waiver and driver forms completed. Risk Management can be reached by calling 885-1177 or emailing [risk@uidaho.edu](mailto:risk@uidaho.edu). **A list of students attending with ID numbers, a completed waiver from each student, and a [Request for Notification of Class Absence](#) should be turned in to the CALS Academic Programs office two weeks prior to leaving for the trip.** If a student chooses not to waive liability, please contact Academic Programs as soon as possible. An accommodation for an alternative assignment may be necessary. Field Trip policies can be found on pages 52-53 of the 2010-2011 Catalog.

Approvals:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Programs Office

\_\_\_\_\_  
Date