**University of Idaho**

**College of Letters, Arts and Social Sciences**

**FIELD TRIP & OTHER OFFICIAL STUDENT TRAVEL AUTHORIZATION**

*to be completed at least one week before departure*

|  |  |
| --- | --- |
| **Department** |  |
| **Instructor or supervisor accompanying group** |  |
| **Course number** |  |
| **Course title** |  |
| **Club or group**  **(if not course-related)** |  |
| **Destination(s)** |  |
| **Departure date/time** |  |
| **Return date/time** |  |
| **Purpose of trip** |  |
| **Is this trip optional or required?** |  |
| **Method of travel** |  |
| **Comments (if any)** |  |

In addition to this authorization form, an Acknowledgement of Risk and Waiver of Liability form, available from Risk Management, is required. Keep a list of student names and copies of waivers in the department office.

Field trip and student travel policies are included in section M of the UI General Catalog. Note that use of privately-owned vehicles requires additional forms, as specified in section M of the Catalog and chapters 5 and 70 of the Administrative Procedures Manual.

**APPROVALS**:

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Instructor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director Date

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Dean, College of Letters, Arts and Social Sciences Date

*(required only for field trips not identified in the UI General Catalog)*