

Authorization for College Sanctioned Extended Travel

For insurance purposes, faculty or staff members who take groups from campus on extended trips are required to complete this form and return it to the dean of instruction's office (if group involves curriculum students) or the dean of continuing education office (if group involves continuing education students) at least one month prior to embarking on the scheduled trip. A roster of all students participating in the trip should be attached to this form.

Name of college employee coordinating trip: _____

Name of course or campus group for which trip is planned: _____

Purpose of trip [including detail on the purpose and objectives of the trip]:

Destination(s):

Number of participants Please attach a current roster. _____

Trip begins: _____ Trip ends: _____
(Month/Day/Year) (Mon/Tue/Wed/Thu/Fri/Sat/Sun) / Day / Year

*Dean will approve form pending insurance review and clearance by Vice President for Business and Administrative Services.