

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's 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) (Month / Day / Year)

Type of transportation [check one]: Car Van Other / School Private

Study Abroad Insurance has been reviewed/discussed with the administrative assistant to the vice president for business and administrative services Yes No

Requested by:

(Faculty / Staff Member) Date

For Office Use Only

Approved by:

(Supervisor) Date

(Dean of Instruction (curriculum students))* Date

(Dean of Continuing Education (continuing education students))* Date

Vice President for Business and Administrative Services [Pending liability insurance clearance] Date

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