

Trip Approval	<u>Submit in Duplicate to Immediate Supervisor at Least One (1) Week Prior to Departure.</u>
List Persons Requesting Trip:	Date of application:

Destination:	
Purpose of trip:	
Date/time of departure:	Date/time of return:
Budget # for trip expense:	

Student Group Involved:	
# of Students:	
*Dean of Students needs list of students involved prior to trip and location of where students are staying and where they can be reached.	
Class arrangements:	
Date instructor will not meet class:	Person responsible for class:

Signatures:	
Person initiating request:	
Immediate Supervisor:	
Vice President, Instructional Affairs (faculty only):	
President (out-of-state):	