

Field Trip Checklist – Domestic Travel

The following forms must be completed and sent to Risk Management at least 1 month prior to field trip. Please keep all copies on file for one year and a day, after the date of the event.

Note: Concur request required if travel is outside District boundaries or results in travel related reimbursements (other than mileage)

Faculty/advisor must complete and route for approval:

- _____ Field Trip Request Form (include Dean of Instruction/Student Services approval) **(required)**
- _____ Copy of student roster to Department and Risk Management **(required)**
- _____ Vehicle Request Form (for MSJC vehicle – optional)
- _____ Personal Vehicle Use Form (for MSJC employees only – optional)

All participating students must complete and sign the:

- _____ Volunteer Activity/Excursion Form and Waiver (parent/guardian signature required for minors) **(required)**
- _____ Review & Sign the Student Travel & Conduct Policy **(required)**

For overnight, in-state travel, faculty/advisor must also include:

- _____ Description of field trip for overnight, in-state travel **(required)** Area Vice President Approval
- _____ Executive Cabinet approval **(required)**
Work with Area Dean Admin. Assoc. to submit Concur request

For out-of-state field trips, faculty/advisor must also include:

- _____ Description of field trip for out-of-state travel **(required)**
- _____ Area Vice President approval **(required)**
- _____ Executive Cabinet approval **(required)**
Work with Area Dean Admin. Assoc. to submit Concur request
- _____ Board of Trustees approval **(required)**

All completed forms sent to Risk Management at least 1 month prior to trip (required).