

# COLLEGE OF EDUCATION

## Academic Field Trips / Group Travel with Students (Travel Form)

▶ Attach **Traveler Contact Information** form.

**Type of Travel:** Domestic (if domestic check below) International\*  
48 continental states Hawaii, Alaska, Canada, or US Territories\*

\* International and US travel outside the 48 continental states require the [Risk Management International Travel Checklist form](#) to be completed.

**Department, Class, or Organization Sponsor:**

**Name & Title of PSU Employee in Charge of the Field Trip:**

**List any other employees attending:**

**Trip Dates:**

**Trip Destination(s):**

Attach itinerary if multiple destinations or overnight travel.

List all means of transportation. Include departure and arrival times.  
(Provide attachment if needed.)

Mode of Transportation	Depart From & Time	Arrive At & Time

**Trip Purpose:**

**Is the field trip (check all that apply):**

Part of a Course Course #:  
Course Requirement Course #:  
Other Explain:

**Will you be charging participants?** YES NO

**If YES, what Amount will you Charge to each person?**

Attach budget with details (FO approval is required before any fees are charged)

IF OVERNIGHT TRAVEL --- Each participant must receive Code of Conduct

*Signature* - Faculty in Charge/Field Trip Leader

Date

*Signature* – Department Head

Date

**Emergency Contact Information (while on Field Trip):**

Name :

Phone Number:

Is this a personal cell phone?

Location of phone:

(i.e., name of field trip destination such as institution, hotel, etc.)

**Contact Information of individual(s) remaining On Campus or within local area:**

(This not an emergency contact. This is the same "On Campus Contact" Person designated on the Traveler Contact Information Form.)

Name:

Phone Number:

Location of phone (campus or home location):

If personal cell phone, name of person who owns phone:

*After signatures, send Original to Financial Officer and maintain a complete copy in departmental office.*