

OFF-CAMPUS FIELD TRIP AND STUDENT ACTIVITY REQUEST

This form is to be used for all off-campus student activity, athletic events, field trips and other off-site trips involving student clubs and organizations.

Complete the information below and attach to a standard Travel Approval and Reimbursement Request. A separate travel approval form is required for each advisor accompanying the group. Forward both completed forms to the director of Student Life at least two weeks in advance of the proposed trip to allow sufficient time for routing. Approved copies will be processed and filed in Financial Operations. A copy will also remain in the Office of Student Life.

Trip Information							
Date	of request:	Club advisor:					
MM/DD/YY							
Club or organization traveling:							
Date(s) of trip:		Departur	Departure time: R				
Destination:							
Purpose of trip:							
College transportation requested: No Yes If yes, indicate type:							
Source of funding (Budget No.):							
	tion of filed release forms:		o. of students trave	elino:			
List of Participating Student(s) (If additional space is needed, continue list on separate page and attach)							
	Name	CF ID No.		Name		CF ID No.	
1.			11.				
2.			12.				
3.			13.				
4.			14.				
5.			15.				
6.			16.				
7.			17.				
8.			18.				
9.			19.				
10.			20.				
Approvals							
Club Advisor Signature Date: MM/DD/YY							
Directo	Director of Student Life Signature Date: MM/DD/YY						
Vice President for Student Affairs Signature Date: MM/DD/YY							

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or <u>Equity@cf.edu</u>. SA-SL3MKPR MM 352-873-5800 Revised 3/29/2023 www.CF.edu Page 1 of 1