



---

**Part I. Requestor/Sponsor Information**

Name of College Employee Responsible for Trip: \_\_\_\_\_

Position /Title : \_\_\_\_\_

Organization: \_\_\_\_\_

Phones: Office \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Part II. Trip Information**

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Travel: Departure \_\_\_\_\_ Return \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ Number of Non-Student Participants: \_\_\_\_\_

Name of College Employee Available for Contact in Event of Emergency:

\_\_\_\_\_

Phones: Home \_\_\_\_\_ Cell \_\_\_\_\_

### Part III. List of Participants/Emergency Contacts

[illegible]

## Part IV. Administrator Approval

Required Information/Documents:

\_\_\_\_\_ List of All Participants/Emergency Contacts

\_\_\_\_\_ Release/Indemnification Agreements

Approval Signature \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_