



College of Arts and Sciences  
Field Trip Request Form

Name:  Department:

Course Number:  Course Title:

Field trip start date:  Field trip return date:  Number of Students:

Field trip destination:

Briefly describe the nature of your trip:

Transportation:  University Van  Rental Car or Van  Chartered Bus  Other

**PLEASE NOTE: The use of a private car is discouraged and may not be approved**

Describe Other:

Will you receive payments from students?  Yes  No If so, how much?

Are you requesting financial support from the Dean's Office?  Yes  No If yes, how much:

Describe what the funds will be used for:

Please submit to [wendy\\_everhart@redlands.edu](mailto:wendy_everhart@redlands.edu)

Below Area For Office Use Only

Request Approved:  No  Yes Amount Approved:

Other items needed:

Approval Signature:

Date: