

Pasco-Hernando State College
STUDENT EVENT
 (Athletic Team, Club, Student Activities)
FIELD TRIP REQUEST FORM
 (This form is due 10 days before the trip)

Campus: _____ Trip Director: _____

Type of Trip (Check one) Athletic Team Club Student Activity If Club, Student Activity, Organization or an Event, a FORM SSA-7 must be approved prior to departure.

Departure Date: _____ Return Date: _____
 Purpose of Trip: _____
 Destination: _____
 Overnight Address: _____
 Overnight Phone: _____ Emergency Contact #: _____

Advisor/Staff and Student Participants (use additional paper if necessary)

ADVISOR/STAFF		STUDENTS			
1.		1.		6.	
2.		2.		7.	
3.		3.		8.	
4.		4.		9.	
5.		5.		10.	

Transportation will be by: (Check as appropriate) College vehicle Staff member's vehicle Student's vehicle Rental bus/van Airplane Other: ()

ESTIMATED COST OF THE TRIP						
		Advisor/Coach Expenses		Student Expenses		TOTALS
Meals		\$		\$		\$
Hotel		\$		\$		\$
Registration		\$		\$		\$
Fuel		\$		\$		\$
Travel		\$		\$		\$
Other		\$		\$		\$
TOTAL		\$		\$		\$

TRIP FINANCING (circle one)

Self-Pay Club Account Other: _____ College Pay Acct #: _____

REQUIRED SIGNATURES

Advisor / Coach: _____ Date: _____

Athletic Director (only for athletic trips) _____ Date: _____

Director of Student Activities _____ Date: _____

Assistant Dean of Student Affairs,
Engagement & Special Services _____ Date: _____

Vice President of Student Affairs &
Enrollment Management _____ Date: _____

INSTRUCTIONS FOR COMPLETING FORM IIN-3

1. This form is due a minimum of 10 days before the beginning date of the trip.
2. The form must be completed in its entirety.
3. If any box or signature does not apply to the event, place an "NA" in that box. The Athletic Director need only sign for athletic trips.
4. DBOT Rule 6Hx19-6.42 must be adhered to for any employee who is driving or carrying student participants for student event trips. A copy of the verification of insurance for such employee must accompany this form.
5. For overnight trips, a phone number where the group can be reached in the evening (i.e., hotel, etc.) and another emergency contact number (if at all possible) if the group will be in and out of the hotel (i.e., college or athletic facility, convention center, cell phone, etc.) must be listed.