Student Travel Checklist

REQUIRED FOR EVERY TRIP (Items 1 - 4)

_______ 1 Department: Request for Student Field Trip and Excursions (Form) **Original**

_______ 2 Copy: Staff Travel Authorization/Reimbursement Form OR Day Travel Approval Form **Copy**

_______ 3 Student: Agreement and Medical Release For Field Trip and Excursions (Form) **Original**

One form for every student participating.

_______ 4 Roster: Of all attending

If Overnight include:

_______ Items 1 - 4 from above AND...

_______ 5 Itinerary: Including Hotel information and Flight information (if applicable)

If OUT-OF-STATE include:

_______ Items 1 - 5 from above AND...

_______ 6 Copy: Board Agenda Item

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STUDY ABROAD

_______ 1 Department: Request for Student Field Trip and Excursions (Form) **Original**

_______ 2 Copy: Staff Travel Authorization/Reimbursement Form **Copy**

_______ 3 Student: Study Abroad Participation Agreement **Original**

_______ 4 Roster: Of all attending

_______ 5 Itinerary: Including Hotel information and Flight information (if applicable)

_______ 6 Copy: Board Agenda Item

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All forms can be found at  [http://www.vvc.edu/offices/admin-services/risk-management.shtml](http://www.vvc.edu/offices/admin-services/risk-management.shtml)

Please do not submit items to Administrative Services until **all required** field trip forms are complete.

Contact Ext. 2399 with any questions.

11/28/11