

FIELD TRIP / TRANSPORTATION REQUEST

This form must be submitted to the Collaborative Office one week prior to the actual trip so that it may be approved by the Executive Director and posted with the Administrative Assistant. If it is necessary for the Collaborative Office to secure transportation services for a field trip, it is necessary that you send this form to the Office at least seven (7) days prior to the actual trip.

FIELD TRIP AND TRANSPORTATION REQUEST

Program: _____

Date of Trip: _____

Pick-Up Location: _____

Time: _____

Destination: _____

Time: Arrival: _____

 Departure: _____

Return Location: _____

Time: _____

Rationale for Trip: _____

Transportation to be Provided By: _____

Participants (Staff and Students - list by full name)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please note wheelchairs (*)