

JOHNSON COUNTY COMMUNITY COLLEGE
Student Field Trip Request Form

PROCEDURE: Submit completed form to your immediate supervisor (dean/assistant dean/chair) at least **one week prior** to date of proposed trip. If needed, attach copies of written permission, certificate of insurance, and other documents. You should reserve a college vehicle now if you plan to use one. A motor vehicle report is required for the use of a college-owned vehicle. See Student Field Trip Procedures located at <http://www.jccc.edu/home/download/2714/fieldtripprocess.pdf>

NOTE: If this request has budgetary implications, it must be accompanied by a Travel Authorization form.

Date of Trip	Mode of Transportation
Approximate Number of Students	Time of Departure
Class or Group Involved	Exact Location of Departure
College Staff Member in Charge	Time of Return to College Campus

Purpose:

Exact Destination:

Location Name

Address:

Approval:

Assistant Dean / Chair / Immediate Supervisor