

Columbus State University Student Field Trip & Travel Approval Form

Activity:			
Departure Date:		Return Date:	
Destination:			
Purpose:			
Trip Leader:		Mobile Phone:	
Emergency Leader:		Mobile Phone:	
Number in Group:			
Mode of Transportation:	Personal Vehicle(s)	CSU Vehicle	

If using a personal vehicle to transport students, please complete the following:

Name of Driver	Vehicle License Number	Insurance Company	Policy Number	Expiration Date

Signature Approvals

Trip Leader or Sponsor

Date

Activity Supervisor [or Academic Department Chair]

Date

Assistant VP Student Affairs [or Academic Dean]

Date

Attach Appropriate Forms:

_____ Itinerary

_____ Roster

*Waivers must be uploaded into the Travel Document Repository available at <https://aa.columbusstate.edu/student-travel-procedures.php>.