

**East Georgia State College Trip Proposal Form
Request for Trip Approval**

Approved by President's Cabinet 4/28/15
Revisions Adopted by President Cabinet 5/27/21

TO: _____ DATE: _____

Immediate Supervisor/Dean Name and Title

FROM: _____

Name of Trip Leader

RE: Trip Destination: _____

Purpose of Trip: _____

Trip Date and Time: _____

Target Participants: Faculty/staff/students/public **circle all that apply**

The following information was presented to Immediate Supervisor/Dean:
(Immediate Supervisor/Dean must review all information presented. Missing documentation may result in a delay in review and approval. **NOTE:** Additional EGSC approvals may be necessary)

- (a) a description of the purpose of the trip;
- (b) names and duties of the Trip Leader and the chaperones/instructors, include justification for chaperone numbers and selection;
- (c) Approved Travel Request for each chaperone by his or her immediate supervisor,
- (d) description of the target audience,
- (e) minimum and maximum participant numbers,
- (f) academic credit proposal, if applicable,
- (g) budget with contingency/emergency fund, (indicate if meal, lodging reimbursement requested)
- (h) itinerary with transportation, lodging and event information
- (i) all supporting documents for expenses,
- (j) proposed flyer, brochure, and all promotional materials;
- (k) draft of the student trip information session (prior to registration); and
- (l) copy of materials for the informational meeting(s) and the pre-departure orientation.

Approved this ____ day of _____, 20__.

Signature of Dean/ Supervisor

Signature of Vice President for Academic and Student Affairs

*****PLEASE RETURN TO LEGAL COUNSEL FOR ROUTING****

Additional approvals required (check all that apply): Department Heads review and sign, or state conditions and sign when conditions are met.

Department:	Needed Items/ Conditions	Signature (when conditions met)
_____ Institutional Advancement	_____	_____
_____ Academic/Student Affairs:	_____	_____
_____ Business Affairs:	_____	_____
_____ Legal Affairs	_____	_____

NOTE

After final trip approval from the President, the following (and any additional documents required following additional review) must be provided to the Office of the Vice President for Academic and Student Affairs prior to departure:

- _____ Name of Drivers and cell phone numbers (if student driving personal vehicles)
- _____ Roster of Students with Student ID numbers
- _____ Permission Slip from Parent or Guardian if student is under the age of 18
- _____ Emergency Medical Information Form for each student
- _____ Signed Waiver of Liability Forms for each student
- _____ Final Itinerary