

HEIDELBERG UNIVERSITY

STUDENT LEARNING TRIP AUTHORIZATION FORM

Today's date _____ Name _____ Dept. _____

Office phone _____ Cell phone _____ Email _____

If you are planning travel **overnight or longer with students**, please complete this form and submit a hardcopy with signatures to the Provost's office for approval.

All information must be completed before form is turned in

Course number, if appropriate:
Approximate no. of students traveling:
Description of destination(s), activity, purpose:
Is travel required for successful completion of the course?
What option is there for students who cannot travel due to lack of funding, illness, or other emergency?
If no option is appropriate, please explain.
Must students be enrolled in the course to travel?
Is travel open to any interested faculty, staff, or community friends?
Learning objectives of trip:
How will these be assessed?
Proposed dates of activity:
Are these dates at all flexible? (If not, please explain.)
Other Heidelberg faculty or staff who may be assisting/chaperoning:
Other travelers:
Do you plan to use the services of a professional travel agency?
If so, please provide company name and contact information:
Estimated cost of travel per person:

Funding Options:

- Student funded
- Department funded
- Fundraising (if you plan to fundraise, follow this link:
<https://inside.heidelberg.edu/offices/alumni/fundraising-policy>)
- Other
- Explanation of funding needed for all travelers, including chaperones:

Will you be using a university-issued credit card?

If not, how are you paying for expenses?

Signed _____ Date: _____
(Department Chair)

Signed _____ Date: _____
(Associate Dean or Dean)

Signed _____ Date: _____
(Provost)

Office use:

account number

PO#

Last updated 10/19/16 by M. Verhoff