

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

Yes

No

If not, how are you paying for expenses?

Signature_____ Date:_____

Department Chair

Signature_____ Date:_____

Dean

Signature_____ Date:_____

Provost

Office use:

_____ account number

_____ PO#

Last updated 12/10/19 by M. Verhoff