Texas A&M University
Request for Approval of a Field Trip with or without a Fee

*(Required each semester for **all** field trip requests)*

Department:		Instructor(s):	
Course & Section:			
Trip Date(s):			
Locale of Trip:	◯ Domestic ◯ Foreign *(requires additional routing to the Study Abroad office- see below)*		
Destination:			
Trip Information: *(Check all that apply)*	◯ New Trip ◯ Previously Approved Trip	◯ One-Time Trip ◯ Recurring Trip	❑ Spring ❑ Summer I/II ❑ Fall
Summary of Trip's Purpose:			
Estimated # of Travelers:	Students:	Instructor(s)/TA(s)/Aide(s):	
This trip is:	◯ Optional *Submit a list of all participating students to Student Business services for billing purposes through their SharePoint site at* https://vpfninternal.tamu.edu/sites/sab/default.aspx ◯ Required *All fees must be approved prior to the semester & charged through Student Business Services / or department must fund all expenses.*		

New Student Fee:	**Previously Approved Fee:**
❑ No fee for this trip	❑ No change to current fee of $_____
❑ Expenses paid by department	❑ Increase current fee from $_____ to $_____
■ Request new fee of $ _____	❑ Decrease current fee from $_____ to $_____

Checklist

- ❑ Current FAMIS field trip account number _____
- ❑ Create field trip account http://fmo.tamu.edu/media/66229/new-famis-account.pdf
- ❑ Create detail code http://sbs.tamu.edu/media/26921/Detail-Code-Request-Form.pdf
- ❑ Attach a detailed itinerary
- ❑ Attach a detailed line item budget
- ❑ Prior to departure all student information must be entered into CIRT at http://cirt.tamu.edu/

	PRINTED NAME	**SIGNATURE**	**DATE**
Instructor:	_____	X _____	_____
Department Head:	_____	X _____	_____

Department Head approval is required for all field trips, even if there is no fee.

Asst. Dean for Finance: _____ X _____ _____

Continue obtaining signatures only if a new fee is being charged or if requesting an increase to a current fee.

NOTE: If foreign travel is involved, send form to Study Abroad Programs Office, MS 3262

Reviewed By: Dr. Jane Flaherty X _____ _____
Director, Study Abroad Program Office

NOTE: Additional routing (below) is required when requesting a new fee or an increased fee

Assoc. Vice Pres: Mr. Joseph P. Pettibon, II X _____ _____

Student Fee Committee Chair: Ms. Deborah Wright X _____ _____

Department Contact Name: _____ Phone: _____ Email: _____