

Field Trip Procedures

In order to take a class field trip in which you want to collect fees from students, or if the field trip is a requirement of the class, you must begin the process by filling out the Request for Field Trip and Fee form that can be found at:

<http://finance.tamu.edu/sbs/tuition/forms/Field-Trip-Form.pdf>.

This form is due to the Dean's office by **April 1** for Summer field trips, **July 1** for Fall field trips, and **October 1** for Spring field trips. Once the fee has been approved by the Dean, it will be routed forward. Once approved by the Regents, it does not have to go through this approval process again. You can review the entire process in the System Rules at <http://rules-saps.tamu.edu/PDFs/26.02.99.M1.01.pdf>.

To take a class on an optional field trip where fees are not collected, please fill out the same form at: <http://finance.tamu.edu/sbs/tuition/forms/Field-Trip-Form.pdf>. The approval process for optional field trips, not collecting fees ends with the Dean. These requests are reviewed by the Dean and they need to be submitted at least two weeks before the field trip. Along with the form, you need to submit a roster of expected attendees with their emergency contact information. This information also needs to be documented on Student Activities' CIRT form located at: <http://cirt.tamu.edu/>.

Before traveling on either type of field trip please review the University Rule on student travel procedures located at <http://rules-saps.tamu.edu/PDFs/13.04.99.M1.01.pdf>.

If you have any other questions please contact the Business Office at 845-4964.