

# Texas A&M University

## Request for Approval of Field Trip and Fee

### Part A *(Required each semester for all field trip requests)*

Is the trip linked to a course? (credit bearing): Check all that apply. <input type="checkbox"/> Yes: Course & Section: _____ <input type="checkbox"/> No: <input type="checkbox"/> Learning Community <input type="checkbox"/> Other: _____ <input type="checkbox"/> Student Organization		
Instructor/Leader and Department: _____		
Trip Information: <i>(Check all that apply)</i> Prior to departure all student information should be entered into CIRT at <a href="http://cirt.tamu.edu/">http://cirt.tamu.edu/</a>	<input type="checkbox"/> New Trip <input type="checkbox"/> Previously Approved Trip	<input type="checkbox"/> One-Time Trip <input type="checkbox"/> Recurring Trip <input type="checkbox"/> Spring <input type="checkbox"/> Summer II <input type="checkbox"/> Fall <input type="checkbox"/> Other _____ <input type="checkbox"/> Summer I
Trip Date(s): _____		
Destination: _____		
Summary of Trip: <i>(Attach detailed itinerary)</i> _____		
Transportation Mode: _____		
Estimated # of Participants: Students: _____ Instructor(s)/TAs/Aide(s): _____		
Type of Trip: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign <i>(Submit form to Study Abroad Programs Office for review)</i>		
This trip is: <input type="checkbox"/> Optional <i>If a fee is to be charged, submit a list of all participating students to Student Business services for billing purposes.</i> <input type="checkbox"/> Required <i>All fees must be approved prior to the semester &amp; charged through Student Business Services; or department must fund all expenses.</i>		
New Student Fee: <input type="checkbox"/> No fee for this trip <input type="checkbox"/> Expenses paid by department <input type="checkbox"/> One-time fee of \$ _____ <i>(Complete Part B below)</i> <input type="checkbox"/> Recurring fee of \$ _____ <i>(Complete Part B below)</i>	Previously Approved Fee: <input type="checkbox"/> No change to current fee of \$ _____ <input type="checkbox"/> Increase current fee to \$ _____ <i>(Complete Part B below)</i> <input type="checkbox"/> Decrease current fee to \$ _____	

### Part B *(Complete only if a new or increased fee is requested)*

Fee Calculation Information	
Total Estimated Amount for Trip: \$ _____	<i>(Attach line item budget - include estimated costs for lodging, transportation, entry fees, etc.)</i>
Estimated Cost Per Student (Field Trip Fee): \$ _____	<i>(Total estimated amount for trip divided by total estimated # of students)</i>
Account Information <i>(Check what applies)</i>	
<input type="checkbox"/> Current FAMIS field trip account number _____ <input type="checkbox"/> Create field trip account <a href="http://finance.tamu.edu/fmo/fr/forms/new-famis-account.pdf">http://finance.tamu.edu/fmo/fr/forms/new-famis-account.pdf</a>	

**NOTE: Please be sure to attach a detailed itinerary.**

Approval - Parts A&B	<b>PRINTED NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
	Instructor: _____	X _____	_____
	Department Head: _____	X _____	_____
<i>Continue obtaining signatures only if a new fee is being charged or if there is an increase requested for a recurring fee.</i>			
<b>Department Head approval is required for all field trips, even if there is no fee.</b>			

**NOTE: If foreign, send form to Study Abroad Programs Office MS. 3262**

Foreign Review Parts A&B	Reviewed By: _____	X _____	_____
	Director		

**NOTE: Please be sure to attach a line item budget.**

Approval - Part B	Asst. Dean: _____	X _____	_____
	Asst. Provost: _____	X _____	_____
	Student Fee Committee Chair: _____	X _____	_____

Department Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_