COLLEGE OF GEOSCIENCES

OFFICE OF THE DEAN

Domestic or International Field Trip Proposal

INSTRUCTIONS

Please submit the completed proposal and required attachments (see checklist below) by the appropriate deadline **regardless of whether or not there is a student fee associated with the field trip**.

Deadlines:	Fall field trips:	**February 15**
	Spring field trips:	**August 15**
	Summer field trips:	**January 15**

Note: If the field trip is over winter break or during a Maymester, the deadline should be determined based on the term during which the students will be registered in the course taking the field trip.

FIELD TRIP FACULTY

Faculty Leader 1:

Name: _____Department: _____

Phone: _____Email: _____

Faculty Leader 2:

Name: _____Department: _____

Please attach a separate sheet as needed with additional or accompanying faculty, TAs, or staff.

FIELD TRIP INFORMATION

Course(s) and section(s): _____

Dates of travel: _____Term: _____

Location(s): _____

(include all cities and states/countries)

Select Type of Travel: ☐ Domestic Travel ☐ Foreign Travel

Frequency of Field Trip: ☐ One Time Field Trip ☐ Recurring Field Trip

Summary of Trip's Purpose:

STUDY ABROAD PROGRAMS OFFICE INTERNATIONAL FIELD TRIP FEE

For international field trips, there is a $45 fee for each student participant charged by the Study Abroad Programs Office, which covers enrollment of the entire group (students, TAs, faculty leaders, etc.) in an international medical and emergency insurance for the duration of the trip. This can fee can be paid in one of two ways **(please check one)**

☐ The department will pay the $45 fee on behalf of the participants, and the Study Abroad Programs Office will send an invoice to the department for the total amount owed with a payment deadline and instructions.

☐ The Study Abroad Programs Office will post the $45 fee to each student's individual account and the students will be responsible for paying it themselves.

☐ N/A (Field trip is domestic.)

PROPOSAL CHECKLIST

Please submit this completed proposal along with the following supporting documents:

☐ The Texas A&M University Request for Approval of a Field Trip with all of the highlighted areas filled out completely (page 3 of this document)

☐ A preliminary field trip itinerary, including dates, days of the week, transportation, accommodations, planned excursions, field experiences, any other activities, and approximate times. A sample is provided on page 4 of this document. You may use the template provided on pages 5-6 or use your own.

☐ A detailed budget (template provided on page 7 or use your own). This is only required for new or revised field trip fees.

☐ A course syllabus with the field trip incorporated

If the trip takes place after the end of the term of the course, please also provide an explanation as to how final grades will be administered after the grade deadline.

Please return the completed application packet by the appropriate deadline to:

Barbara Bayer
Assistant Dean for Finance and Administration
Email: bbayer@tamu.edu
Office location: 210 O&M Building
Mail stop: MS 3148
Office Phone: 862-1146

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:	Barbara Bayer	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 Director, Study Abroad Program Office	X _____	_____

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: _____

Domestic or International Field Trip Budget Template

Faculty leader(s): _____ Course(s) and section(s): _____

Dates of travel: _____ Location(s): _____

Number of students: _____1_____ Foreign currency (if applicable): _____

Activity/Expense	Total Amount for Leader(s)	Amount Per Student	Activity/ Expense Total	Notes
Logistics				
Airfare			$ 0.00	
Transportation to/from airports			$ 0.00	
Luggage fees			$ 0.00	
Hotel 1			$ 0.00	
Hotel 2			$ 0.00	
Hotel 3			$ 0.00	
On-site transportation			$ 0.00	
Excursion/cultural activity 1			$ 0.00	
Excursion/cultural activity 2			$ 0.00	
Excursion/cultural activity 3			$ 0.00	
Other			$ 0.00	
Miscellaneous				
Program leader meal allowance				
Group meals			$ 0.00	
Meals for guests				
Materials and supplies				
Internet				
Guest lecturers				
Gratuities/gifts				
Cell phone/communication				
Other				
Contingency fund			$ 0.00	
External Funding				
Source 1 (Acct:_____)				
Source 2 (Acct:_____)				
Totals				
Subtotal expenses			$ 0.00	
Subtotal external funding			$ 0.00	
Net program cost			$ 0.00	
Fee per student	0.00			

Domestic or International Field Trip Itinerary Template

Faculty leader(s): _____Course(s) and section(s): _____

Dates of travel: _____Location(s): _____

Please indicate all ***dates, days of the week, transportation, accommodations, planned excursions, field experiences, other activities, and approximate times.***

Date	Day	Morning	Afternoon	Evening

Please attach additional pages as needed if the field trip is longer than 7 days.

Domestic or International Field Trip Itinerary Sample

Faculty leader(s): Dr. John Doe Course(s) and section(s): GEOG 309-900

Dates of travel: October 22-24, 2015 Location(s): Somewhere, TX

Please indicate all ***dates, days of the week, transportation, accommodations, planned excursions, field experiences, other activities, and approximate times.***

Date	Day	Morning	Afternoon	Evening
10/22	Thurs		2:00 pm: Depart for Somewhere (meet at CSA building)	8:00-9:00 pm: Arrive in Somewhere. Stay at Hotel Anywhere (double occupancy)
10/23	Fri	Hotel breakfast 8:00 am: Activity (description) 9:30 am: Activity (description)	12:00 pm: Activity (description) 1:00 pm: Lunch at restaurant 2:00 pm: Activity (description) Tentative activity	5:45 pm: Dinner at restaurant 6:45 pm: Depart for evening activity 7:30 pm: Activity (description)
10/24	Sat	Hotel Breakfast 8:00 am: Hotel check-out 8:30 am: Activity (description)	12:00 pm: Depart for College Station	7:00 pm: Arrive in College Station