Field Trip Fees for Students

Definition: Field Trip Fees are used to cover expenses associated with student travel off campus for instruction. The fee is a flat fee per course and the fee request must include a justification that is subject to the approval by the Office of the Provost and the department chairperson and dean. The form should only be used to add or increase fees. If the field trip has an upfront cost which the department will not be able to recover, the field trip fee should be designated as non-refundable.

Instructions:

1. Complete the form and obtain the signature of the department chairperson and dean.
2. Return the form to the Office of the Provost for approval.
3. Student Business Services will email a confirmation to the department when it has been entered in the system.
4. If your request is not approved, the form will be returned to the department chairperson.
5. Please attach an account summary and justification.

FEE INFORMATION:

1. **Term** (This fee is effective for):
2. **Fee Description** (24 character limit):
3. **Course/Section Number(s):**
4. **Requested Amount:** (total cost divided by total number of students):
5. **Refundable** (check one) : ☐ Yes ☐ No
6. **Justification Narrative** (attach additional documentation if necessary):
   a. Describe the field trip and how it will enhance instruction. (Why is this travel necessary)
   b. What is the total cost for providing this Special Instruction?
   c. How many students will be charged this fee (estimated enrollment)?

BUDGET INFORMATION (Where the funds from this fee are deposited)

Department Name:

FOP: __________________ __________________
FOP must be provided for fee set up. Incomplete form will be returned to department chairperson.

Fund Manager: __________________ __________________

Department Chair (signature) ____________ Date ____________ Department Chair E-mail __________________

Dean (signature) __________________ Date ____________

Provost (signature) __________________ Date ____________