

**East Georgia State College Trip Proposal Form  
Request for Trip Approval/**

Approved by President's Cabinet 4/28/15

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

Immediate Supervisor/Dean Name and Title

FROM: \_\_\_\_\_

Name of Trip Leader

RE: Trip Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Trip Date and Time: \_\_\_\_\_

Target Participants: Faculty/staff/students/public **circle all that apply**

The following information was presented to Immediate Supervisor/Dean:  
(Immediate Supervisor/Dean must review all information presented. Missing documentation may result in a delay in review and approval. **NOTE:** Additional EGSC approvals may be necessary)

- (a) a description of the purpose of the trip;
- (b) names and duties of the Trip Leader and the chaperones/instructors, include justification for chaperone numbers and selection;
- (c) Approved Travel Request for each chaperone by his or her immediate supervisor,
- (d) description of the target audience,
- (e) minimum and maximum participant numbers,
- (f) academic credit proposal, if applicable,
- (g) budget with contingency/emergency fund, (indicate if meal, lodging reimbursement requested)
- (h) itinerary with transportation, lodging and event information
- (i) all supporting documents for expenses,
- (j) roposed flyer, brochure, and all promotional materials;
- (k) draft of the student trip information session (prior to registration); and
- (l) copy of materials for the informational meeting(s) and the pre-departure orientation.

Approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Dean/ Supervisor

\_\_\_\_\_  
Signature of Vice President for Student Affairs

**\*\*\*PLEASE RETURN TO LEGAL COUNSEL FOR ROUTING\*\***

Additional approvals required (check all that apply): Department Heads review and sign, or state conditions and sign when conditions are met.

Department:	Needed Items/ Conditions	Signature (when conditions met)
External Affairs: _____	_____	_____
Academic Affairs: _____	_____	_____
Business Affairs: _____	_____	_____
Legal Affairs: _____	_____	_____

**NOTE**

**After final trip approval from the President, the following (and any additional documents required following additional review) must be provided to the Office of the Vice President for Student Affairs prior to departure:**

- \_\_\_\_\_ Name of Drivers and cell phone numbers (if student driving personal vehicles)
- \_\_\_\_\_ Roster of Students with Student ID numbers
- \_\_\_\_\_ Permission Slip from Parent or Guardian if student is under age 18
- \_\_\_\_\_ Emergency Medical Information Form for each student
- \_\_\_\_\_ Signed Waiver of Liability Forms for each student
- \_\_\_\_\_ Final Itinerary