REQUEST PERMISSION FOR FIELD TRIP / OFF CAMPUS ACTIVITY

Date

We would like to ask permission to go on a field trip/ conduct off campus activity.

1. Nature of Activity __________________________________________________
   __________________________________________________________________

2. Inclusive Dates: ____________________________________________________

3. Duration of Activity: ______________________________________________

4. Venue/Destination: _________________________________________________

5. Justification: ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

Please attach the following:

a. For Academic Requirements – letter of approval by the Dean and Office of the Vice President for Academic Affairs
b. For Non-Academic Requirements – letter of approval by the Dean and Office of the Vice President for Student, Alumni Affairs & Sports Development
c. Budget for the activity/ student to include the following if applicable:
   1) Air/sea/land fare
   2) Accommodation
   3) Food allowance
   4) Registration fees
   5) Other transportation fee
   6) Incidental fees (honorariums/token etc.)
   7) Funded by:
      ☐ Student
      ☐ Student Council Funds
      ☐ School
      ☐ Others (specify): ______________________________________________
   8) Others (specify): ______________________________________________

d. Travel Plans

e. Itinerary

f. Housing Plans

g. List of participating students stating their course and year level with attached waiver.

h. List of accompanying persons and position.

Prepared by:

Faculty Adviser Signature over printed name Contact Number

Recommending Approval:

____________________ ______________________
Dean Head, Co-curricular Programs & Activities

Approved:

____________________ ______________________
Vice President for Student, Alumni Affairs Vice President for Academic Affairs & Sports Development

Prepared on OSAA FORM 006-2013
(ACCOMPLISH IN TRIPLECTATE) 1 COPY FOR OSAA, 1 FOR OFFICE OF THE VPAA, 1 COPY FOR FACULTY ADVISER