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
      ☐ Departmental Funds
      ☐ 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

Recommending Approval:

_________________________________
Dean

Approved:

_________________________________
Vice President for Student, Alumni Affairs & Sports Development

_________________________________
Vice President for Academic Affairs

OSAA FORM 006-2012

(Accomplish in triplicate) 1 copy for OSAA, 1 for Office of the VPAA, 1 for Faculty Adviser