## **Texas A&M University** Request for Approval of a Field Trip with or without a Fee (Required each semester for <u>all</u> 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:	New Trip	One-Time Trip	
(Check all that apply)	Previously Approved Trip	Recurring Trip	Spring Summer I/II
	Treviously rapproved trip	Recuiring 111p	☐ Fall
Summary of			
Trip's Purpose:			
Estimated # of	Students:	Instructor(s)/TA(s)/Aide(s):	
Travelers:			
This trip is:	Optional Submit a list of all participating stu	idents to Student Business services for billing purposes	
	Required All fees must be approved prior to	o the semester & charged through Student Business Ser	https://vpfninternal.tamu.edu/sites/sab/default.aspx vices / 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	
Request new fee of \$		Decrease current fee from	
- Request new re	СС 01 Ф	Decrease current fee from	Ψ
		Checklist	
☐ Current FAMIS	field trip account number		
_	account <a href="http://fmo.tamu.edu/medi">http://fmo.tamu.edu/medi</a>		
☐ Create detail co		1/26921/Detail-Code-Request-Form	n ndf
_		1/20921/Detail-Code-Request-For	<u>11.par</u>
Attach a detaile	•		
_	d line item budget		
☐ Prior to departu	re all student information must be en	ntered into CIRT at <a href="http://cirt.tamu">http://cirt.tamu</a>	<u>1.edu/</u>
	PRINTED NAME	SIGNATURE	DATE
	1 111 (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2201112011	2.22
Instructor:		X	
Department Head:		V	
Department ficad.	Department Head approval	is required for all field trips, even if the	ere is no fee.
Asst. Dean for Finar	nce:	X	
(	Continue obtaining signatures only if a nev	v fee is being charged or if requesting a	n increase to a current fee.
		. , ,	
	NOTE: If foreign travel is involved	, send form to Study Abroad Prog	rams Office, MS 3262
Reviewed By: Dr. Jane Flaherty X Director, Study Abroad Program Office			
	Director, Study Abroad Program Offic	e	
Λ	NOTE: Additional routing (below) is	s required when requesting a new	fee or an increased fee
	0.1		•
Assoc. Vice Pres: <u>N</u>	Mr. Joseph P. Pettibon, II	X	
Student Fee Committee			
	Chair: Ms. Deborah Wright	X	
Student 1 ce Committee	Chair: Ms. Deborah Wright	X	
	Chair: Ms. Deborah Wright	X	
	Chair: Ms. Deborah Wright  Name:		

EVP- Field Trip 3/2013 SAP 26.02.99.M1.01