

# LOYOLA UNIVERSITY NEW ORLEANS

## Student Field Trip Registration

*(Must be submitted to Risk Management prior to departure)*

This form must be completed by faculty or staff who are planning to conduct a student field trip away from the University's campuses. Please read the following and provide the appropriate information. In addition to this form, a roster naming all trip participants must be kept on file in the sponsoring department's office for a period of two years for auditing purposes.

*Faculty/Staff Organizing the Trip:* \_\_\_\_\_

*Telephone Numbers (local and while traveling):* \_\_\_\_\_

*Department:* \_\_\_\_\_

*Dates of Trip:* Departing: \_\_\_\_\_

Returning: \_\_\_\_\_

*Number of Students Attending:* \_\_\_\_\_

*Destination(s):* \_\_\_\_\_

\_\_\_\_\_

- Transportation Being Used:*
- University-owned vehicle
  - University-leased or hired vehicle
  - Faculty/Staff member's private vehicle
  - Student's private vehicle
  - Other \_\_\_\_\_

*Purpose of the Trip:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Faculty/Staff Attending:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Comments/Notes:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return this form to the Risk Management Department, Marquette 301, prior to the date of departure.**

**!!!!!!Keep a roster of trip participants on file in sponsoring department!!!!!!**