LOYOLA UNIVERSITY NEW ORLEANS

Student Field Trip Roster

Trip Description/Destination/Dates: _____

Contact Information for Faculty/Staff Conducting Trip: _____

Name	CWID	Emergency Contact & Number

This form (or its equivalent) must be completed by faculty or staff who are planning to conduct a student field trip away from the University's campuses. This roster must name all trip participants and it must be kept on file in the sponsoring department's office for a period of two years for auditing purposes. For trips more than 25 miles from the University, this form should be submitted to the Risk Management Office along with the Student Field Trip Information Form.

Rev. October 19, 2015