

## Texas A&M University Request for Approval of a Field Trip with or without a Fee

### Part A *(Required each semester for all field trip requests)*

Instructor and Dept:			
Course and Section:			
Trip Information: <i>(Check all that apply)</i>  Prior to departure all student information should be entered into CIRT at <a href="http://cirt.tamu.edu/">http://cirt.tamu.edu/</a>		<input type="checkbox"/> New Trip  <input type="checkbox"/> Previous Trip	<input type="checkbox"/> One-Time Trip <input type="checkbox"/> Recurring Trip  <input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II
Trip Date(s):			
Destination:			
Summary of Trip: <i>(Attach detailed itinerary)</i>			
Transportation Mode:			
Estimated # of Participants:	Students:	Instructor(s)/TAs/Aide(s):	
Type of Trip:	<input type="checkbox"/> Domestic <input type="checkbox"/> Foreign <i>(Submit copy of this approved form to Study Abroad)</i>		
This trip is:	<input type="checkbox"/> Optional <i>If a fee is to be charged, submit a list of all participating students to Student Business services for billing purposes.</i> <input type="checkbox"/> Required <i>All fees must be approved prior to the semester &amp; charged through Student Business Services; or department must fund all expenses.</i>		
New Student Fee: <input type="checkbox"/> No fee for this trip <input type="checkbox"/> Expenses paid by department <input type="checkbox"/> One-time fee of \$ _____ <i>(Complete Part B below)</i> <input type="checkbox"/> Recurring fee of \$ _____ <i>(Complete Part B below)</i>		Previously Approved Fee: <input type="checkbox"/> No change to current fee of \$ _____ <input type="checkbox"/> Increase current fee from _____ to \$ _____ <i>(Complete Part B below)</i> <input type="checkbox"/> Decrease current fee from _____ to \$ _____	

### Part B *(Complete only if a new or increased fee is requested)*

Fee Calculation Information	
Total Estimated Amount for Trip: \$ _____ <i>(Attach line item budget - include estimated costs for lodging, transportation, entry fees, etc.)</i>	
Estimated Cost Per Student (Field Trip Fee): \$ _____ <i>(Total est. amt for trip divided by total est. # students)</i>	
Account Information <i>(Check what applies)</i>	
<input type="checkbox"/> Current FAMIS field trip account number _____ <input type="checkbox"/> Create field trip account <a href="http://finance.tamu.edu/fmo/fr/forms/new-famis-account.pdf">http://finance.tamu.edu/fmo/fr/forms/new-famis-account.pdf</a>	

**NOTE: Please be sure to attach a detailed itinerary.**

	PRINTED NAME	SIGNATURE	DATE
Approval - Parts A&B	Instructor: _____	X _____	_____
	Department Head: _____	X _____	_____
	<i>Department Head approval is required for all field trips, even if there is no fee.</i>		
	Asst. Dean: _____	X _____	_____
<i>Continue obtaining signatures only if a new fee is being charged or if there is an increase requested for a recurring fee.</i>			

**NOTE: If foreign, send form to Study Abroad Programs Office MS. 3262**

Foreign Review Parts A&B	Reviewed By: _____	X _____	_____
	Director		

**NOTE: Please be sure to attach a line item budget.**

Approval - Part B	Assoc. Vice Pres: _____	X _____	_____
	Student Fee Committee Chair: _____	X _____	_____
	Department Contact Name: _____	Phone: _____	Email: _____