

Confirmed Trip Details

This will be used as a trip placeholder. / Details will also be used if a trip application site will be listed in VIA.

Official Trip Name: _____

Group/Department Sponsor: _____

Departure date: MM/DD/YYYY _____ Return date: MM/DD/YYYY _____

City/State or City/Country Destinations: _____

Primary Leader: _____ Email: _____

Secondary Leader: _____ Email: _____

Trip Type: (check all that apply) ☐ Study Tour ☐ Student Group Trip ☐ Mission Trip ☐ Service Trip
☐ Field Experience (connected to academic course) ☐ Conference
☐ Performance/Competition ☐ Other _____

Very short trip description: _____

Course #/Title: _____

Students must take course to participate in trip: ☐ Yes ☐ No

Anticipated student learning outcomes: _____

Onsite Organization: _____

Contact Person: _____

Contact Phone: _____ Contact Email: _____

Onsite Responsibilities: _____

(i.e. provides housing, meals, local transportation, on-site orientation, etc.)

Transportation: (check all that apply) ☐ Personal car ☐ Campus van/vehicle ☐ Rental van ☐ Plane ☐ Charter bus

Housing: ☐ Hotel ☐ Campus dorm ☐ Host homes ☐ Hostel ☐ Other _____

Deadline to apply: MM/DD/YYYY _____ Deadline for deposit/commitment: MM/DD/YYYY _____

Advertised trip cost per person: \$ _____ Deadline for student payment: MM/DD/YYYY _____

Advertised trip cost includes: _____

Advertised trip cost does not include: _____

All leaders for this trip will be trained for off-campus travel, will follow all university requirements, and will understand and carry out all the responsibilities of leading students on an off-campus trip.

Primary Leader's Signature / Date