

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

*(Required each semester for **all** field trip requests)*

Department:		Instructor(s):	
CRN:	Course:	Section:	
Section Attribute: <input type="radio"/> All students registered are required to participate in trip (SAFT) <input type="radio"/> Not all students registered are required to participate in trip (SAOF)			
Term of Course: <input type="radio"/> Spring <input type="radio"/> Fall <input type="radio"/> Summer I <input type="radio"/> Summer II			
Trip Date(s):		Locale of Trip: <input type="radio"/> Domestic <input type="radio"/> Foreign <i>(requires additional routing to the Study Abroad office- see below)</i>	
Location(s):			
Trip Information: <i>(check all that apply)</i> <input type="radio"/> New Trip <input type="radio"/> Previously Approved Trip <input type="radio"/> One-Time Trip <input type="radio"/> Recurring Trip			
Summary of Trip's Purpose:			
Estimated # of Travelers: Students:		Instructor(s)/TA(s)/Aide(s):	

If a domestic field trip, prior to departure all student information must be entered into CIRT at <http://cirt.tamu.edu/>. All foreign field trip student participants will register through the Study Abroad Programs Office.

This trip is: Optional Submit a list of all participating students to Student Business services for billing purposes through their SharePoint site at <https://financeinet.tamu.edu/sites/sbs/sab/SitePages/> Required All fees must be approved prior to the semester & charged through Student Business Services or department must fund all expenses.

<p>New Student Fee:</p> <input type="checkbox"/> No fee for this trip <input type="checkbox"/> Expenses paid by department <input type="checkbox"/> Request new fee of \$ _____ (Attach line item budget)	<p>Previously Approved Fee:</p> <input type="checkbox"/> No change to current fee of \$ _____ <input type="checkbox"/> Increase current fee from \$ _____ to \$ _____ <small>(Attach line item budget)</small> <input type="checkbox"/> Decrease fee from \$ _____ to \$ _____
--	--

Required: Detailed itinerary attached Detailed line item budget attached

Account Information (Check what applies)

Current FAMIS field trip account number
 Create field trip account <http://fmo.tamu.edu/media/66229/new-famis-account.pdf>
 Create detail code <http://sbs.tamu.edu/media/26921/Detail-Code-Request-Form.pdf>

Department Contact Name: _____ Phone: _____ Email: _____

	PRINTED NAME	SIGNATURE	DATE
Instructor:		X	
Department Head:		X	
Asst. Dean for Finance		X	

*Department Head and Asst. Dean for Finance approval is required for all field trips, even if there is no fee.
Continue obtaining signatures only if a new fee is being charged or if requesting an increase to a current fee.*

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

Director: _____ X

**NOTE: Study Abroad will route to the Registrar's Office to code course(s) as appropriate
Send to: scheduling@tamu.edu Subject: Please add section attribute to course(s).**

NOTE: Additional routing (below) is required when requesting a new fee or increased fee

Assoc. Vice Pres: Mr. Joseph P. Pettibon, II	X
Student Fee Committee Chair: Ms. Deborah Wright	X