



NORTHERN NEW MEXICO COLLEGE
REQUEST FOR AUTHORIZED FIELD TRIP ATTENDANCE

TODAY'S DATE: _____

TRIP SPONSORS – PLEASE NOTE

TYPE/OR PRINT and file this request with the appropriate Supervisor/Provost, **TWO WEEKS** prior to the activity. Copy will be returned to you indicating approval or disapproval. Availability of the vehicles will be cleared by the Transportation Department.

All students making an authorized trip are expected to return to the campus at the time designated on this form. The sponsor of the trip is not authorized to give permission to a student, or group of students to make any trip except the one indicated below unless prior permission has been granted by the Provost. Out-of-State trips must be approved by the President.

Authorized Absence is one which occurs as a consequence of the student being away from the campus on official college business.

Signature of Sponsor making trip: _____

Purpose and nature of activity: _____

Destination: _____

Emergency address and telephone of sponsor at destination: _____

Departure time: _____ Date: _____ Returning Time: _____ Date: _____

School vehicle requested: YES ___ NO ___ If school vehicle is being requested, do you need a Van ___ or Bus ___. Will you be driving the vehicle yourself? ___ Verification of Defensive Driving Certificate Number, _____. If another form of transportation is to be used, please identify: _____

Medical & Liability on private cars: YES ___ NO ___

Travel Account Number needed: _____ (.32 per mile will be charged to account)

STUDENTS: _____

(Please attach page with additional names)

Appropriate Chairperson _____ Date _____

Provost's Approval _____ Date _____

President (Out-of-State only) _____ Date _____

Revised 10-06