



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.

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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