

Davis & Elkins College™

WHO (Name of course or club)				WHAT (function/event)		WHERE (lodging information)		WHEN (dates)	
	Course	Department							
		Class							
		Section							
Club	Name								
TRANSPORTATION				Length of Trip	One Day				
College Van: Registration #					Multiple Days (number)				
Driver:				NAMES OF STUDENT PARTICIPANTS (if more than 10, attach a roster with this form)					
College Van: Registration #									
Driver:									
College Van Registration #									
Driver:									
College Van: Registration #									
Driver:									
College Van: Registration #									
Driver:									
Airline Name:									
Departure City:									
Departure Flight #		Time:							
Return Flight #		Time:							
Train Name									
Departure City:									
Departure Train#		Time:							
Return Train #		Time:							
				RESPONSIBLE PERSON'S NAME THAT WILL BE TRAVELING WITH GROUP					
				APPROVAL					
Bus Name				Faculty Supervisor of Field Trip		APPROVAL		Provost	
Departure City:								Vice President for Student Affairs	
Departure Coach #		Time:							
Return Coach #		Time:							
<input checked="" type="checkbox"/>	Automobile:	Owner:	Personal Vehicles (See Columns)	Department Chair					