

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					
						Multiple Days (number)					
College Van: Registration #						NAMES OF STUDENT PARTICIPANTS (if more than 10, attach a roster with this form)					
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:		RESPONSIBLE PERSON'S NAME THAT WILL BE TRAVELING WITH GROUP					
Return Train #				Time:							
						APPROVAL					
Bus Name								Provost & Vice President for Academic Affairs			
Departure City:											
Departure Coach #				Time:						Faculty Supervisor of Field Trip	
Return Coach #				Time:							
								Vice President for Student Affairs			
X	Automobile:	Owner:	Personal Vehicles (See Columns)		Department Chair						