Approval Request for Domestic Trip Fee

Please include a short narrative (paragraph length) describing who is attending, where they are going, what they will be doing, etc.

RC Name
RC #

Trip Name
Trip Dates
Trip Location
Fee Amount

Course Title (if applicable)
Course Number
Section Number
Effective Term

Account Number
Object Code

Income
Total Number of Students on Trip
Fee Amount
Total Income for Trip

Notes and/or calculation details

Expenses
(Please itemize and show calculations)
Add Lines if necessary

Bus Fee
Entrance fee
Lunch
XXX
XXX
Total Expenses

Please list any school funded expenses and amounts
1.
2.
3.

Note 1: RC is responsible for any bad debt write offs

Approvals

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Department Chair</td>
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<td>RC Fiscal Officer</td>
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<td>Budget Office</td>
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