

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 _____

<u>Income</u>	<u>Notes and/or calculation details</u>
Total Number of Students on Trip	-
Fee Amount	_____ -
Total Income for Trip	_____ -

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

<u>Approvals</u>	<u>Name</u>	<u>Date</u>
Department Chair	_____	_____
Dean	_____	_____
RC Fiscal Officer	_____	_____
Budget Office	_____	_____
Vice Chancellor	_____	_____