Prior to any advertising, fund raising, or making travel arrangements, field trips, tours, and other domestic university travel must be cleared with the department chair and/or appropriate administrator:

- Academic travel is approved by the Associate Vice President for Academic Administration.
- All other trips are approved by the Vice President for Student Life.

Requests should be submitted two weeks before the proposed departure date. This application is required if your trip meets any of the following criteria. Please check all that apply:

- One or more students with an overnight stay
- Any class will be missed by a student
  (Class absences should be kept to a minimum.)
- Athletic trip
- Academic field trip

Describe the purpose of the university-sponsored trip:

________________________________________________________________________________________

________________________________________________________________________________________

Applicant Name: ___________________________ Departure Day/Date: ____________ Time: ________

Email: ___________________________ Return Day/Date: ____________ Time: ________

Phone: ___________________________ Destination(s): ___________________________

Trip Leader(s): ___________________________ Distance one way: ___________________________

Sponsoring Dept: ___________________________ Faculty/Staff member(s) on trip: ______________

For which class (if applicable): ______________

Is this a regularly scheduled trip? ____________ Leader’s cell number during trip: ______________

Participant list required

Method of Transportation:

- All participants drive independently with no arrangements made by the leader(s).
  See Personal Vehicle Use policies.

  Or

  - All transportation provided by university-owned or business-rented vehicles, or privately-owned vehicles specifically arranged by the leader(s). Leader(s) are required to follow the Walla Walla University Driver and Transportation and Personal Vehicle Use policies.

For any privately-owned vehicles, personal auto insurance covers any accidents or injuries that might occur.

Note: 15-passenger vans may not be used for any university activities.

Comments or other relevant information:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

See reverse for required signatures.
Financial Information (complete only if expenses are over $400):

<table>
<thead>
<tr>
<th>Estimated Funding (obtain signature below as needed):</th>
<th>Estimated Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source ___________________________ Amount __________</td>
<td>Transportation __________</td>
</tr>
<tr>
<td>Source ___________________________ Amount __________</td>
<td>Lodging/Meals __________</td>
</tr>
<tr>
<td>Source ___________________________ Amount __________</td>
<td>Other __________</td>
</tr>
<tr>
<td>Total Funding __________</td>
<td>Total Expenses __________</td>
</tr>
</tbody>
</table>

Will there be any fund raising activity, either individually or organizationally, to pay for this trip?  Yes ☐ No ☐

If yes, obtain approval signature below.

If yes, how will funds be raised for this trip:

☐ Funds raised by individual from personal contacts
☐ Funds raised by individual from WWU donors or using WWU resources
☐ Funds raised by an organizing group or club

Signature by Advancement (VP or Designee)  Date

Application Process:

☐ I have read the Walla Walla University Travel and Vehicle Policies and Procedures.

☐ I have attached a proposed travel itinerary.

☐ I have attached an alphabetical list of all participants, clearly indicating which participants are not students. I understand that immediately prior to departure I am responsible for e-mailing an updated participant list to either the Associate VP for Academic Administration or VP for Student Life if there are any changes from the original list.

For academic travel submit for approval, with attachments, to Associate VP for Academic Administration.

Or

For all other travel submit for approval, with attachments, to VP for Student Life.

Required Signatures:

<table>
<thead>
<tr>
<th>Department Chair/Director/Administrator*</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Date</td>
</tr>
<tr>
<td>Vice President/Associate Vice President</td>
<td>Date</td>
</tr>
</tbody>
</table>

*If you are a department chair/director/administrator, please have your immediate supervisor sign.

STOP. Do not write below line.

Financial Plan Approved:

<table>
<thead>
<tr>
<th>Signature of Controller</th>
<th>Date</th>
</tr>
</thead>
</table>

Authorization:

☐ Approved as submitted  ☐ Denied  ☐ Approved with the following stipulations: _________________

OR

VP for Student Life  Date  Assoc VP for Academic Administration  Date

After approval signature by AVPAA or VPSL, copy of this application will be sent to Applicant, Chair/Director, Accounting, Student Missions (if applicable), and to Risk and Safety Management for entry onto the travel calendar.

August 3, 2017