

# *SUNY Orange County Community College* **TRAVEL APPROVAL REQUEST**

Directions: The Travel Approval Request and Liability Waiver Form must be completed for all local, state, and international trips. Once appropriate signatures are obtained, this form must be submitted, *two weeks in advance*, to the VP of Administration for final approval. International trips must be approved by the President *by October 1<sup>st</sup>* of the academic year in which the trip will be offered. Complete the following information and obtain the required signatures.

Trip Organizer : \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone # during trip: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Name of Course/Club: \_\_\_\_\_ # of people participating: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ (e.g. bus, van, student providing own transportation)

Destination(s) & Purpose of Trip: \_\_\_\_\_

Yes, "Waiver of Liability" forms will be collected from *all* participants by responsible party 2 weeks prior to travel date and will be filed with sponsoring department. **In addition, the Trip Organizer must forward copies of waiver forms to the area Vice President (2) days prior to the date of trip.**

Faculty Class Trip(s) \_\_\_\_\_  
Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Student Services Trip(s) \_\_\_\_\_  
Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director of Student Activities \_\_\_\_\_ Date \_\_\_\_\_

International Study/Travel(s)\* \_\_\_\_\_  
Associate Vice President \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

\*Itinerary must be attached. **Advertisement of trip is acceptable after approval from the President.**

\*All participants must enroll in either a 1-credit seminar/course or a non-credit course through OCCC.

\*Participants are encouraged to obtain travel insurance. If they do not, they must so indicate on the waiver form.

CAPE \_\_\_\_\_  
Director of Continuing & Prof. Education \_\_\_\_\_ Date \_\_\_\_\_

**The signature of the Vice President for Administration below denotes final approval for all travel requests.**

\_\_\_\_\_  
Vice President Administration \_\_\_\_\_ Date \_\_\_\_\_