

Western Kentucky University  
Request for Field Trip Approval

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

To: (Dept. Head, Dean of College, Associate Dean) \_\_\_\_\_

Class \_\_\_\_\_ Instructor \_\_\_\_\_

No. of Students Involved \_\_\_\_\_ Co-ed Male Female

Destination & Nature of Proposed Trip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date & Time of Departure \_\_\_\_\_ Date & Time of Return \_\_\_\_\_

Estimated No. of Classes Missed by Students \_\_\_\_\_

Names of Chaperones

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mode of Transportation \_\_\_\_\_

If Overnight, Type of Housing \_\_\_\_\_

Estimated Expense per Student \_\_\_\_\_

\_\_\_\_\_

Signature of Instructor

Approval Disapproval

\_\_\_\_\_

Head of the Department

\_\_\_\_\_

Dean of the College

Copy to the Dean of Student Life