

LOYOLA UNIVERSITY NEW ORLEANS

Student Field Trip Registration

(Must be submitted to Risk Management prior to departure)

This form must be completed by faculty or staff who are planning to conduct a student field trip away from the University's campuses. Please read the following and provide the appropriate information. In addition to this form, a roster naming all trip participants must be kept on file in the sponsoring department's office for a period of two years for auditing purposes. This is to ensure that participants are covered by the University's Student Trip Insurance Policy.

Faculty/Staff Organizing the Trip: _____

Telephone Numbers (local and while traveling): _____

Department: _____

Dates of Trip: Departing: _____

Returning: _____

Number of Students Attending: _____

Destination(s): _____

Transportation Being Used:

<input type="checkbox"/>	University-owned vehicle
<input type="checkbox"/>	University-leased or hired vehicle
<input type="checkbox"/>	Faculty/Staff member's private vehicle
<input type="checkbox"/>	Student's private vehicle
<input type="checkbox"/>	Other _____

Purpose of the Trip: _____

Faculty/Staff Attending: _____

Comments/Notes: _____

Return this form to the Risk Management Department, Marquette 240, prior to the date of departure.

!!!!!!!Keep a roster of trip participants on file in sponsoring department!!!!!!!