LOYOLA UNIVERSITY NEW ORLEANS

Student Field Trip Roster

Trip Description/Destination/Dates: _____

Contact Information for Faculty/Staff Conducting Trip: _____

Name	SSN	Emergency Contact & Number

This form (or its equivalent) must be completed by faculty or staff who are planning to conduct a student field trip away from the University's campuses. This roster must name all trip participants and it must be kept on file in the sponsoring department's office for a period of two years for auditing purposes.

Rev. February 2, 2004