



Undergraduate Academic Field Trip and Site Visit Policy

Field Trip/Site Visit Travel Itinerary Form

SUBMIT THE ORIGINAL FORM TO YOUR DEPARTMENT

SUBMIT A COPY TO THE OFFICE OF UNDERGRADUATE STUDIES FOR ANY OVERNIGHT TRIP

TAKE A COPY ON THE FIELD TRIP OR SITE VISIT

*The Primary Trip Leader should carry emergency phone numbers to reach key contacts in Academic Affairs at MICA*

Primary Trip Leader:

Cell Phone Number of Primary Trip Leader for Emergency Contact:

Course Number and Title:

Destination(s):

Date(s):

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Please list below detailed information on all field trip or site visit locations, including: transportation mode and routes, destination addresses, anticipated arrival and departure times, associated fees, any special requirements, designated gathering spots, meal and lodging locations (as applicable) or any other specifics on where the class will be going. As an alternative, you may attach a copy of a detailed Field Trip or Site Visit Travel itinerary that will be distributed to participants.