

KEAN UNIVERSITY

BUS TRIP APPROVAL FOR CURRICULAR RELATED TRAVEL

Course Information

Department/School: \_\_\_\_\_

Course(s)/Sections(s): \_\_\_\_\_

Supervising Faculty/Staff: \_\_\_\_\_

Contact Information:            Extension: \_\_\_\_\_            E-mail: \_\_\_\_\_

Approximate Number of students: \_\_\_\_\_

(1 trip advisor per 48 students for day trip/ 1 trip advisor per 25 students for overnight)

Trip Details

Type of Trip:            Day Trip             Overnight Travel

Date of Departure: \_\_\_\_\_            Date of Return: \_\_\_\_\_

Destination: \_\_\_\_\_

Description of Trip: \_\_\_\_\_

Departure Time from  
Kean University: \_\_\_\_\_

Return Departure Time from  
Visiting Site: \_\_\_\_\_

Name of Bus Company: \_\_\_\_\_

Specific Transportation Needs: (e.g. handicapped/disabled students)

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

Approvals:    Cost Center No. \_\_\_\_\_

Object Code = 5047

\_\_\_\_\_  
Dean/Executive Director/Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Academic Affairs

\_\_\_\_\_  
Date

**\* Note: A complete list of the students participating in the field trip must be filed with University Purchasing, the Office of the Dean and Campus Police prior to departure.**

**FORWARD THIS COMPLETED FORM TO UNIVERSITY PURCHASING (908-737-5050)**