

Orange County Community College
TRAVEL APPROVAL REQUEST

Directions: The Travel Approval Request and Liability Waiver Form must be completed for all local, state, and international trips. Once appropriate signatures are obtained, this form must be submitted, **two weeks in advance**, to the VP of Administration for final approval. International trips must be approved by the President **by October 1st** of the academic year in which the trip will be offered. Complete the following information and obtain the required signatures.

Trip Organizer _____ Today's Date: _____
(please print name)

Phone # during trip: _____ Departure Date: _____

Return Date: _____

Name of Course/Club & CRN # _____ # of people attending: _____

Method of Transportation: (e.g. bus, van, providing own, etc.) _____

Destination & Purpose of Trip _____

City & State: _____

☐ Yes, "Waiver of Liability" forms will be collected from *all* participants by trip organizer prior to travel. Liability forms are to be filed with sponsoring department. Each area VP will send approved travel request form and liability forms to Security. **In the event of an emergency while on the trip, please call Security at 845-341-4710.**

↑ I have read and understand the instructions for travel.

Faculty Class Trip		Date: _____
	Department Chair	

Student Activities Club		Date: _____
	Club Advisor Signature	

	Date: _____
Area AVP Signature	

	Date: _____
Director of Student Activities Signature	

International Travel:		Date: _____
	Dept. Chair Signature	

	Date: _____
Area AVP Signature	

	Date: _____
President Signature	

*Itinerary must be attached. **Advertisement of trip is acceptable after approval from the President.**

*All participants must enroll in either a 1-credit seminar/course or a non-credit course through CAPE.

*Participants are encouraged to obtain travel insurance. If they do not, they must so indicate on the waiver form

☐ CAPE _____
Director of Continuing & Prof. Education Date

The signature of the Vice President for Administration below denotes final approval for all travel requests.

Vice President Administration Date