

**Environmental Studies Program  
Field Trip Approval Form**

**Today's Date:**

<b>Name:</b>	<b>UO ID#:</b>
<b>Activity Name:</b>	<b>Related Course:</b>
<b>Travel Date(s):</b>	<b>Location:</b>
<b>Departure time:</b>	<b>Return time:</b>

**Funding for field trip/travel**

How is this trip funded? If you don't know this answer, you need to see Alison Rajek or RaDonna Aymong.

**Transportation**

- University Motor Pool     Enterprise Rent-A-Car     Charter Bus
- Private vehicle (**Request to use Personal Vehicle and /or Transport Passengers form required**)
- Are all drivers certified and insured? YES  NO  **If no, please contact the Travel Coordinator for more information.**

Name of certified driver(s) and insurance information:

	<u>Name</u>	<u>Insurance Co./Policy #</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____

**Please submit the following details to the travel coordinator:**

Number of passengers (include drivers in number):

Motor Pool desired vehicle(s):

- 12 passenger van (van training required)
- 8 passenger van (van training required)
- 6 passenger van (minivan)
- Sedan - 5 passengers
- Other

**Required Forms**

**Activity Waiver**

Yes/No

**Assumption of Risk:** Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks may vary from minor injuries such as scratches, bruises, insect bites or stings and sprains, major injuries such as concussions and eye, bone, joint or back injuries to catastrophic injuries.

Please list below any additional information needed to assist the travel coordinator in filling out your Activity Waiver:

**University Insurance Card**

Yes/No

If you are driving a University vehicle or rented vehicle (i.e. Motor Pool, Enterprise) you must carry an **Oregon Insurance Identification Card**, which can be obtained from the travel coordinator.

**First Aid Kits**

Yes/No

Vehicles that are used for University business must carry a first aid trip kit during use.

**Request to use Personal Vehicle and/or Transport Passengers on State Business**

Yes/No

If you are a **University of Oregon employee** and intending to use your personal vehicle for **University of Oregon business**, you are required to submit a **Request to use Personal Vehicle and/or Transport Passengers on State Business** (forms can be obtained from the travel coordinator or on the ENVS website: <http://envs.uoregon.edu/reference/adminfacultyresources/> .

**Personal reimbursement for expenses**

Yes/No

Are you requesting reimbursement for mileage? If so, you will need to obtain a **Travel Expense Summary Form** either from the travel coordinator or from the ENVS website: <http://envs.uoregon.edu/reference/adminfacultyresources/>

Yes/No

Will you need to be reimbursed for an additional travel expenses? ? If so, you will need to obtain a **Travel Expense Summary Form** either from the travel coordinator or from the ENVS website: <http://envs.uoregon.edu/reference/adminfacultyresources/>Form along with **original receipts.**