

REQUEST FOR STUDENT FIELD TRIP

Instructor Name

Name of Class

Date(s) of Trip

Destination/Event

Phone

Cell Phone

Purpose of Trip

Instructor Signature

Date

Supervisor/Dept. Head

Date

VP for Special Programs

Date

***Individuals who use personal vehicles for transportation, must provide KCAI
with proof of insurance
(Please attach photocopy of driver's proof of insurance)***