

**FIELD TRIPS**



**Douglas College**

Number of persons involved

Students

Instructors

Department to be charged

Person in charge

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*Date*

*Time*

*From*

Departing:

Returning:

**TRANSPORTATION**

Type:

- Bus - 37 passengers    Microphone     Yes
- Bus - 53 passengers    Required     No
- Van - 12 passengers    ( including driver )
- Van - 9 passengers    ( including driver )

Cost

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**PUBLIC TRANSPORTATION**

- Air
- Bus
- Boat ( ferry )
- Rail
- Private Vehicle
- Other

In cases where vehicle is to be driven by a College student or employee indicate:

Driver(s) Name



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**ACCOMMODATION**

- Hotel/Motel    Name    Address
  - Campgrounds    Name    Address
  - Other    Name    Address
- Number of    Days    Nights

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Other

- Fees
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Total Cost  
Travel Advance Required

Requested

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Approved

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Note:

To obtain unknown costs contact Purchasing Department.  
To obtain further information re: insurance coverage, contact your department Chair/Director

Distribution:

All copies to Chair for approval.  
When approved: White and Yellow copies to Purchasing  
Pink copy to Chair/Director for filing