

Please Note: This form is supplemental to the "Fieldtrip Request Form" and "Fieldtrip/Excursion Form and Waiver/Release Notice." Both forms are covered in the Additional Information section of the Faculty Handbook (www.marin.edu/faculty/handbook).

Faculty/Coordinator: _____ Department _____

Location _____ Area of Study _____

Email _____ Phone _____

Detailed Fieldtrip/Excursion Description:

Date(s) and Time(s) of Fieldtrip/Excursion:

Amount of Charge: \$ _____

Charge will cover the following fieldtrip/excursion costs:

Last Day to Pay Fees: _____

Final Date Fieldtrip/Excursion Form and Waiver /Release Notice to be collected from students: _____

I CERTIFY THAT STUDENTS HAVE BEEN NOTIFIED THAT TRIP FEES ARE NON-REFUNDABLE AFTER THE LAST DAY TO PAY HAS PASSED.

SIGNATURE

DATE

FOR FISCAL SERVICES USE ONLY - DO NOT WRITE BELOW THIS LINE

Detail Code _____ Effective Date _____

FOAP: _____ - _____ - _____ - _____

Trip Reference No.: _____

Completed By: _____