

Please submit to dean at least 10 days prior to event.

Instructor: _____

Course(s): _____ Department: _____

Date: _____ Cost to be paid by university: _____

Location: _____ Number of students: _____

Purpose: _____

Means of transportation: _____

Departure time: _____ Return time: _____

Additional information: _____

Will students require exemptions from other classes? Yes No

Instructor Emergency Contact: _____

Please complete the following:

Students have received instructions to complete waivers on InvolveU

Page 2 of this form is completed, listing all students attending

Instructor Signature: _____ Date: _____

Dean's Approval: _____ Date: _____

This form should be emailed to CareerServices@Lindenwood.edu following dean's approval.

Please fill out a separate form for each field trip. Contact Sodexo if food services are needed.

1 R 2023

