Checklist for Day Fieldtrips

☐ The instructor needs to obtain permission from the department chair/director to execute the fieldtrip.

☐ If part of a course, and students are charged a fee, that fee must be indicated in PASS prior to student registration (see http://www.uwplatt.edu/cashier for more information).

☐ Transportation should be arranged as soon as possible (ie: motorpool, bus, airlines, etc).

☐ A group leader or instructor is assigned to be responsible for the trip. It is recommended that a back-up leader is on standby.

☐ Students must obtain approval from each instructor to miss class, and it is the student's responsibility to get approval and make up missed classwork. It is a welcome idea that the group leader/instructor write a memo explaining the trip to other instructors.

☐ Students must read and sign the “UWP Student Agreement for Traveling Off-Campus” and “Hold Harmless” forms found at http://www.uwplatt.edu/bilsa/bilsa-policies-and-forms. The signed agreements must be returned to the instructor before travel occurs (copies should be kept for at least one year).

☐ Registrations, entrance tickets, etc. should be ordered as soon as possible.

☐ If a Travel Expense Report (TER) is required, the TER must be submitted within 30 days of completion of the trip.