



THE COLLEGE OF NEW JERSEY
SCHOOL OF HUMANITIES
AND SOCIAL SCIENCES

Faculty/Staff Field Trip Information

Prepare the following information and share with your students. Students will then submit travel requests using the [HSS Student Travel web page](#).

Students will also need their PAWS ID, emergency contact information, and if applicable, a funding request form.

Sponsoring Faculty/Organization Information

1. Supervising Faculty Name (Organization Faculty Advisor)
2. Faculty's email
3. Faculty's department (i.e. English Department). or Student Organization
4. Emergency Contact Information for Supervising Faculty - mobile phone with area code included

Event Information

1. Name of Conference/Event
2. Synopsis of the trip including benefit to the student/group.
3. How many students, in total, will be traveling for this event?
4. Dates of Travel (i.e. 4/12/23 - 4/15/23)
5. Location of Conference/Event

Travel Details

1. List and describe any travel risks associated with this event (e.g. geopolitical, crime, recreational activities, physical exertion, weather or environmental.)
2. Classes missed while traveling (students must include course, section number, and instructor)
3. Transportation Planned (car, plane, train, etc.)

Funding Request

1. Are you requesting funding from the Dean's Office
2. What is the total amount you are requesting?
3. Are you receiving additional funding for this trip? (e.g. SFB)
4. Please provide the alternate funding source, if you answered yes to the question above.