

Science Field Activity Plan

1. **Course:** _____ (e.g. GEOL 1403) 2. **Section(s):** _____ (e.g. 23452) 3. **Purpose:** _____ (e.g. water-sampling exercise)

4. **Date(s)/Times(s) of Activity:** _____

5. **Locations/Destinations for Activity:** _____
(e.g. Llano, Inks Lake S.P.)

6. **Any part of the activity outside of Travis/Williamson Co.?** YES NO (circle one)

7. **Travel by:** Rental Van Bus Boat Walking POV Other _____
(circle all applicable) (Attach ACC Request for Travel form if reimbursement will be needed) (Specify)

Personal vehicles cannot be driven by students on geology field trips unless alternate transportation is mandated by OSD and prior approval from the Department Chair is obtained

8. Participants	9. Name(s)	EHS-Approved Driver (Circle one)	
Responsible College Official:		YES	NO
Other ACC Employees: (indicate NA if not applicable)		YES	NO
		YES	NO

10. **Projected No. of Participants:** _____
(Include all leaders and ACC employees)

11. **Projected Cost of the Activity:** _____
(Must be itemized on reverse side of this form)

Responsible College Official Date

Department Chair Date

Budget Authority Date

Post-Field Activity Confirmation

(To be submitted to Department Chair or Assistant Chair within 14 days of completion of Activity)

12. **Where there any student transportation accommodations mandated by OSD?** YES NO

13. **Number of POVs:** _____ 14. **Number of POV Drivers:** _____
(POV volunteer driver Waiver and Information must be sent to the EHS Office)

15. **Actual Cost of Activity:** _____ 16. **Actual No. of Participants:** _____

17. **Rental Vehicle Confirmation No.** _____

Responsible College Official Date

Projected Field Activity Expenses

(indicate N/A if not applicable)

1. Estimated Vehicle Rental Cost _____
(based on projected mileage and duration of rental)

2. Estimated Fuel Cost: _____

3. User fees _____
(specify)

4. Supplies/Other _____
(indicate general type)

TOTAL _____