

Application for Non-Academic Overnight Tour/Trip

NO ACADEMIC CREDIT OFFERED

Overnight trip forms found here: <https://www.andrews.edu/administration/cao/study-tour-approval/>

- 1) Download and complete the Non-Academic Trip Application
- 2) Download and complete the Non-Academic Trip Income and Expense worksheet
- 3) Attach the completed income and expense worksheet and basic itinerary to trip application
- 4) Obtain department chair/director and dean/vice president signatures on page two
- 5) Email form and attachments to Valencia Mawuntu (valencia@andrews.edu), Assoc. VP Finance

Basic Trip Information

Semester/Year/Trip Dates (Start-End):	
Trip Name and Destination:	
Sponsoring Department/School:	
Designated Tour Financial Manager:	
Activity Code (tracking trip inc-exp):	

Trip/Tour Leader Information

Trip/Tour Leader Name:	
Trip/Tour Leader Email & Cell:	

Additional Sponsors/Professors – ensure male and female sponsors (non-spouse)

Names of Sponsors/Professors:	
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Trip Details

Description of the trip:	

Method(s) of Transportation:

☐ AU Tour Bus/Van	☐ Plane	☐ Other:	
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Note: Private cars are not recommended for insurance reasons!

Lodging:		Dormitory:	
		Hotel:	
		Other:	

Required Documentation to Include with the Non-academic Trip Application

	Basic itinerary for the trip
	Excel worksheet outlining income & expense details (download from Chief Academic Officer webpage: https://www.andrews.edu/administration/cao/study-tour-approval/)

ENTER PARTICIPANT, INCOME, AND EXPENSE TOTALS FROM EXCEL WORKSHEET

Number of Participants and Participant Types

# of Faculty/Staff/Sponsors:	
# of Students:	
# of Community Guests:	
Total Number of Participants: (Employees, Sponsor, Student, Guest)	
Total Income:	\$
Total Expense:	\$
Net Bottom Line:	\$

Additional overnight trip notes:

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Approvals (obtain signatures in sequence as indicated)

If more than one department or school is involved, all relevant signatures must be obtained.

1	Dept Chair/Director:				
2	Dean/Vice President:				
3	Assoc VP, Finance:				
4	Risk Management:				
5	Academic Records:				
		Signature _____		Date _____	