

Harrisburg Area Community College
Field Trip Form

Instructions:

- 1. Please provide ALL information. To be sure you have secured the best price, we suggest you contact three vendors*. For your convenience, possible contacts are provided below. Note the charter number (below) from the vendor to confirm that a bus has been reserved for you.
2. Copy page 2 and distribute it to students for enrollment in the trip.
3. Forward both completed pages of this form to Purchasing (W130B).

Incomplete documents will be returned unprocessed. Students may begin purchasing tickets after the purchase order is issued. HACC is tax exempt. Be sure to notify the vendor if you need ADA accommodations.

Vendor Contacts: Rohrer: 957-3811 Capitol Bus: 233-7673 Wolf Bus: 528-4125

Purpose of trip: Instructional Other

Destination: Date: (Location, City, State)

Originator: Extension: Room:

Bus Company: Contact Person: Charter #:

Pick Up Time: Drop Off Time:

Pick Up/Drop Off Location: Library Fountain Whitaker Circle Other

Number of buses: Number of seats:

Total for bus rental: \$

Expense Account # to pay for bus rental **: (Fund) (Org) (Acct)

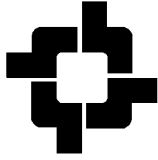
Revenue Account # for funds from ticket sales : (Fund) (Org) (Acct)

NOTE: Not all of the following signatures are required. Please obtain signatures of approval based on the "Total for bus rental" amount above.

Originator (Date) Dean/Cabinet Officer (Date) (Up to \$9,999.99)

Director (Up to \$2,000.00) (Date)

*Written quotes from three vendors will be required by Purchasing if total cost of bus rental is over \$3,000.00.
**Administrative Procedure: The usual College share of field trip expenses will not exceed one-half of the cost involved.



**HARRISBURG AREA COMMUNITY COLLEGE
FIELD TRIP FORM
STUDENT INFORMATION SHEET**

*Instructors: All information on this sheet must be supplied to the students by the trip sponsor. Please copy this sheet and distribute it to your students. Cashier does not supply this sheet.

Destination: _____ Date: _____
(Location, City, State)

Times (approximate)

Ticket Information

Depart HACC: _____

Student ticket price: _____

Arrive at destination: _____

Non-student ticket price: _____

Return to bus: _____

Opening date for ticket sales: _____

Arrive at HACC: _____

Closing date for ticket sales*: _____

Trip contact person (for questions/forms) : _____ Phone: _____

Other important information/costs: _____

Conduct: A field trip is an official part of a course. As such, it is a formal extension of classroom activity. Thus, participants in the trip are expected to behave in manner consistent with conduct outlined in the Student Handbook ("Statement of practices Constituting Unacceptable Conduct.") If behavior on the trip is not consistent with the aforementioned policy, the student will be withdrawn from the class that is sponsoring the trip.

*Closing date may only be extended if all original seats are not filled. No extensions for additional buses will be permitted.

STUDENT PAYMENT SLIP/ENROLLMENT FORM

1. This slip **must** be presented to the cashier with your payment to be enrolled in the trip.
2. Students must present student identification card to pay student price.

Destination: _____ **Date:** _____

Name: _____ **Social Security #:** _____

Class: _____ **Instructor:** _____

(or name of organization sponsoring trip/contact person)

Student Tickets: _____ **Price: \$** _____ **Total: \$** _____

Guest Tickets: _____ **Price: \$** _____ **Total: \$** _____

Guest Name(s): _____

Total: \$ _____