



Western Nevada College

Field Trip Travel – Step-by-Step Process

Step 1 – Complete Required Field Trip Documentation

- Instructor/field trip coordinator must complete the [Request for Field Trip Approval form](#) at least two weeks prior to the field trip date, ensuring that the EH&S aspects are reviewed with the EH&S Coordinator.
- Instructor/field trip coordinator must collect a signed [Student Waiver Form](#) from each participant before the field trip commences.

Step 2 – Submit for Institutional Approval

- Instructor/field trip coordinator must submit the completed Field Trip Approval Form to the Department Chair or Division Head for review and approval at least two weeks prior to the field trip.
- Department Chair or Division Head will route the signed forms to the applicable VP/Executive for final approval.
- Wait for written approval before proceeding with the field trip.

Step 3 – Financial Review (If Applicable)

- If the field trip involves expenses beyond instructor mileage:
 - Submit a Spend Authorization in Workday.
 - Attach the approved Field Trip Approval Form and all required documentation.
 - Wait until the Spend Authorization is fully approved in Workday before incurring expenses.
 - If you need assistance in creating a Spend Auth in Workday, reach out to your division assistant or Controller's Office personnel.
- A spend authorization is not needed if the only expense will be instructor/field trip coordinator mileage.

Step 4 – Transportation Arrangements

- If arranged transportation is being provided, the most economical method is required.
- College or State of Nevada vehicles should be used when available.
- All transportation must comply with college and State of Nevada travel policies.
- Charter flights are not permitted.

Step 5 – Safety Kits

- Safety kits have been purchased for each division and may be required on your trip.
- Contact EH&S (see Step 1) to discuss the aspects of your field trip to determine whether a first aid kit will be required.

- Contact your division assistant to check out a safety kit prior to your field trip and if needed, schedule a safety briefing with Environmental Health & Safety to go over the components of the kit to obtain any necessary training.

Step 6 – Day of Field Trip

- On the day of the field trip, the instructor/field trip coordinator must have all waiver forms in hand (preferably in a binder or folder) prior to departure. This will ensure that the instructor/field trip coordinator has all emergency contact information for the participants, in the event of an emergency.

Step 7 – After the Field Trip

- If expenses were incurred, submit an Expense Report in Workday within 15 working days of field trip completion. The Department should retain copies of all receipts, field trip forms and waivers, and required documentation.
- Instructor/field trip coordinator should forward electronic copies of the completed waivers to Environmental Health & Safety (ehs@wnc.edu) and the Department/Division within 1 week of the completed field trip.