



## CED Field Trip Instructor Responsibilities

Complete off-campus field trip information form. (Per UGA policy 4.07-15)



[Field Trip Form Link](#)

Secure funding, if needed

*Funding provided by the CED will expire 30 days after trip completion.*

Complete/submit CED Field Trip Budget Form 30 days before field trip to the CED Business Office.

Responsible for ALL correspondence with vendors. Including ensuring invoices and reimbursement requests are submitted to the CED Business Office.

If meals are being paid/reimbursed from CED funds, see link below for submitting entertainment requests.

[Request for entertainment reimbursement](#)

Student Reimbursements:

Student must be registered as UGA supplier.

[supplier registration](#)

Each student must complete a non employee payment form

[Non-Employee Payment Form](#)

Include itemized paid receipts.

(Paid receipts must reference method of payment if not include a line item from a bank statement, this is not to replace an itemized receipt.)

The instructor must collect all student forms and submit as one packet to the Business Office. *(The Business Office will not accept reimbursement requests from students.)*

Must notify the Business Office of any cancellations or changes to field trip date/details.

*\*All expenses incurred must comply with UGA policies/procedures.*

