



College of Environment and Design Field Trips

All field trips must comply with USG and UGA policies [Field Trip Requirements](#)

Documentation

The University requires that all off campus field trips be approved by the Department Head and Dean. Please notify the Associate Dean of Academic Programs and fill in the information found [Off Campus Field Trips.xlsx](#) to enter your off-campus field trip information prior to the field trip. Your syllabus needs to include the dates of travel, addresses/locations, tentative schedule, your contact information, and estimation of costs.

Funding for Travel

- All travel must comply with UGA and CED travel policies.
- Submit a funding request to your **program coordinator** for consideration and approval before travel.
- Once approved, a travel Authority must be submitted and approved before travel. If you plan to cover approved expenses using a funding source, you must clearly identify, the specific expense, and the source of funding.
- Expense reports or reimbursement requests must be submitted within 30 days of return.
- ***Students are not permitted to request funding or receive reimbursements for any expenses.***

Group Meals

- Allowable only if permitted by the funding source. If the group meal expense is not directly billed to the college by a UGA or UGAF supplier, the faculty/staff member must pay upfront and submit a reimbursement request.
- Reimbursement is subject to UGA/UGAF entertainment reimbursement policies.
- Non-compliance may result in denial.

Two weeks prior to travel

- If the field trip interferes with other courses, distribute an email to the faculty listserv at least 2 weeks prior to travel. The email should include the course name and number, field trip information, dates of travel, and a list of students who are expected to attend. Keep in mind, it is the prerogative of the other faculty members to allow this as an excused absence.
- Remind the students of the travel plans and finalize any details with them.
- Basic first aid kits and supplies can be found in the front office cabinets. Feel free to take one on your trip. When you return it, let us know if it needs to be restocked.

Miscellaneous

- Jonathon Watts, Assistant General Counsel in Legal Affairs, can help you create a customized waiver for voluntary field trips. Required field trips do not require a waiver. Please contact Jonathan at least 3 weeks in advance of travel if you need help with a waiver or have questions about needing a waiver. Johnathan.Watts@uga.edu or 706-542-0006.
- If this is related to a service-learning project, please review the Public Service and Outreach Resources found on the CED website.