



UNIVERSITY OF
GEORGIA
College of Environment and Design

Field Trips

All USG and UGA field trip policies must be followed.

<https://provost.uga.edu/policies/academic-affairs-policy-manual/4-07-miscellaneous-course-policies/#p-4-07-15>

Syllabus

The syllabus needs to include the dates of travel, addresses/locations, tentative schedule, your contact information, and estimation of costs.

Documentation

The field trip needs to be documented according to UGA policy. Please click [HERE](#) to enter your off campus field trip information prior to the field trip.

Funding

To request funding....

Students may not request funding nor will they be reimbursed for anything. If you plan to cover some of the expenses from a funding source, you must fill out a travel authorization prior to travel, pay for items, keep receipts, and be prepared to submit them for reimbursement with 30 days of your return from the field trip.

One to 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

- Johnathan Watts, Assistant General Counsel in Legal Affairs can help you create a customized waiver for voluntary field trips. Required field trips do not need a waiver. Please contact Johnathan 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.