



Student Off-Site Learning Experience Form

East Grand Forks Thief River Falls Distance Education

Program and Specific Course(s)

Title of Off-Site Learning Experience/Activity

Date(s): _____ **Time(s):** _____
Specific Itinerary:

Off Campus Location (See note below for information that must be submitted, plus describe travel arrangements in space provided)
Business or Site/Location _____
City, State or Country _____

Please check for required documents:

- Cost centers must be submitted with request to identify source/s of funding for activity.
- Waiver of Liability forms must be completed for all off campus travel and other applicable events.
- Attach list of attending individuals.
- Itinerary must be included above or attached, including departure and return times, destination(s).
- If traveling out of MN, Out-of-State Travel/Special Expense form must be completed and attached listing student participants which require the approval of the College President.
- If utilizing a state vehicle, drivers must be approved through the online approval process. If approved driver is under 21, s/he may only drive in MN.
- The use of private vehicles for college-related activities is prohibited, unless approved by college administration.
- If taking a chartered bus, a Minnesota State Services contract is required.
- If ordering food, Special Expense (Out-of-State Travel/Special Expense) form must be completed prior to encumbrance.
- NCTC policies are applicable during off campus activities.

Special Notes or Requirements if Applicable (e.g., Use of private vehicles)

Students received orientation and/or safety instruction related to off-site activity.
College representatives are expected to do their best due diligence to ensure a safe educational experience.

Faculty Signature

Supervisor/Dean Signature

Please submit completed form and any required documentation to: EGF Campus - Reception Desk TRF Campus – Office 451

This form and associated documents are due to the supervising dean at least one week in advance of the scheduled activity.

For Internal Use Only

PDF completed top sheet to: Supervising Dean