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

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