

Instructor Information Form for Studio/Course Trips

Please fill in all fields below and submit electronically to Ekta with a detailed itinerary, student waivers, and student emergency contact forms and itineraries.

Instructor's name		
Course code		
Destination(s)		
Travel dates		
# Students registered in course	# Students travelling	# Students <i>NOT</i> travelling
Cost per student		Is this paid as a field trip fee in Aurora? (yes/no)
Breakdown of costs per student (airfare, accommodation, site visits)*		
Is there any supplemental funding to support the trip, to reduce cost for students? If so, please explain.		
Emergency contact name at destination		
Phone #	Email	Additional contact
Additional comments		

* Breakdown of costs can be submitted as an attachment with itinerary