

## Taking your students on a field trip?

Student travel off of the LSU Campus must submit a approved “University Field Trip Request” packet. The packet consists of: “The University Laboratory School Field Trip Request Form”; and the “Louisiana State University Request for Trip Travel/Activity Insurance Coverage” forms.

1. Have the Principal approve and then give to the Accountant.

**NOTE: All Student travel forms need to be in the Accountant’s office a minimum of two days before the trip is scheduled.**

2. If personal vehicles will be used, a “Certificate of Privately Owned Automobiles” form must be signed by each driver and submitted to the Accountant by the day of the trip.

3. The “Indemnification Agreement” form will need to be completed by those who are not Laboratory School Faculty, Staff or Students who wish to ride in a University owned or rented vehicle. These forms will need to be submitted to the Accountant by the day of the trip.