



School of Communication and Information
Rutgers, The State University of New Jersey
4 Huntington Street
New Brunswick, NJ 08901-1071

cominfo.rutgers.edu
Phone: 848-932-7500
Fax: 732-932-6916

Field Trip Funding Request Form

Please enter the details of your class field trip request below.

Instructor's Name:

Department:

Class Number:

Class Title:

Number of Participants:

Semester: Fall 20

Spring 20

Please describe how this request is necessary, reasonable, and appropriate for your class:

Estimated costs (please detail):

Attachments (optional):

Instructor's signature

Date:

Approvals:

Department Chair
(Print Name)

Signature

Date:

Dean (Print Name)

Signature

Date: