

**REQUIRED TRAVEL INFORMATION FORM**  
**for trips or activities that are required for a course or program**

**GREENFIELD COMMUNITY COLLEGE**

*This form must be completed by instructor and distributed to students with course syllabus or at least seven (7) days prior travel. A copy must also be submitted to instructor's supervisor's office with the Travel Authorization form prior to travel.*

*For extended (overnight or multi-day trips) attendees must be 18 years of age or older.*

**Section I: To be completed by trip leader**

Class/Organization:
Instructor/Activity leader:
Emergency contact number (for contacting activity leader/participants):
Activity Date(s):
Activity Description (activities, location, transportation, appropriate clothing):
Equipment supplied by Attendee:
Equipment supplied by GCC:
Inherent risks and dangers associated with this activity:

Attach additional information as necessary