

Field Trip/Travel Form

*(Note: Each person participating in a class field trip or travel must complete this form. This includes students, staff, faculty, and non-USC guests. ****ALL OVER-NIGHT FIELD TRIPS MUST BE APPROVED BY THE DEPARTMENT CHAIRS AND THE DEAN)*

- Instructor:**
- **Copy completed forms. Keep one set of copies to take on the trip and give other set with attached list of participants ('Addendum A') and itinerary to Annie Watanabe in Watt Hall 104.**
 - **Review trip itinerary with participants ahead of time to familiarize them with the trip as well as any expectations you have of them and specific risks associated with the trip.**
 - **Report all incidents of injury immediately to USC Dept of Risk Management 213.740.6203**

ART/CRIT/DES Class Number _____ **Instructor** _____

Name _____ Please Circle One: **Student** **Instructor** **Staff** **Guest**

USC ID _____ **Cell Phone #** _____

Emergency Contact Information (person on the trip who should be contacted first)

Name _____ **Cell Phone** _____

Person in Los Angeles that can be contacted in the case of emergency (advisor, friend)

Name _____ **Phone** _____

Medical Information

Medical Insurance Provider _____ **Policy Number** _____

Any medical conditions or allergies we should be aware of? _____

Student Self- Transportation Waiver

*(Note: This form is used when an academic department has **NOT** made travel arrangements for an off-campus trip, but is sponsoring the trip, and the students make their own travel arrangements and meet at the site.)*

It is my understanding that the University of Southern California **is not making travel arrangements** as part of the course/off-campus trip entitled _____ on _____ (date).

I, therefore, understand that I accept full responsibility for travel arrangements and the associated costs. Further, the University of Southern California is not responsible for any bodily injury or property damage which may arise out of these alternative arrangements.

I accept full responsibility for making my own arrangements. I will defend, indemnify, and hold the University of Southern California, its trustees, agents or employees harmless from any bodily injury, property damage, or other incident which may arise out of my alternative travel arrangements or any personal time or activities that occur outside of the authorized activities scheduled as part of this USC off-campus trip.

Name (please print) _____ **Date** _____

Signature _____

Signature of Parent or Guardian (if participant is under 18 years of age)

_____ **Date** _____

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Student Self-Transportation Waiver

Addendum A

Fine Arts Class Number/ Title: _____

Instructor: _____ **Location:** _____ **Date:** _____

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